Foundation for Grossmont & Cuyamaca Colleges

8800 Grossmont College Drive, El Cajon, CA 92020

A 501 (c)(3) Charitable Organization in Support of Academic Excellence

PROJECT COORDINATOR-PS14

OFFICE OF BINATIONAL BORDER HEALTH

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

The Program Coordinator will be employed by the Foundation for Grossmont and Cuyamaca Colleges, under contract with the California Department of Public Health Office of Binational Border Health. The mission of the Office of Binational Border Health (OBBH) is to facilitate communication, coordination, and collaboration among California and Mexico health officials, health professionals, and communities to optimize binational and border health.

Under the direction of the Program Manager, Office of Binational Border Health (OBBH), the Program Coordinator is responsible for providing programmatic and administrative support for state funded programs. The Program Coordinator will support the Office with communicating, collaborating and coordinating border and binational public health activities in the U.S.-Mexico border region. The incumbent will use the necessary protocol and diplomatic skills to communicate and interact effectively; support outreach and education efforts to promote the OBBH's work and missions; facilitate logistical support for meetings, training workshops, community forums, and conferences; travel as needed in and out-of-state, including Baja California, Mexico; assist in the preparation of program budgets, progress and project reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as primary Project Coordinator for OBBH Advisory Group to comply with legislative mandate.
- Serve as primary Project Coordinator for ADA compliance to ensure compliance with required procedures and departmental standards.
- Serve as primary Project Coordinator for Web Contributor to ensure compliance with required procedures and departmental standards.
- Research and analyze health disparities and best practices to inform program planning and decision-making.
- Develop activities, approaches, and plans that integrate health equity principles into program practices, policies, and goals.
- Support capacity building efforts and facilitate shared learning opportunities on health equity principles.
- Support the development, implementation, and monitoring of strategic planning activities to advance OBBH's priorities.

- Review invoices for compliance with funding source requirements and ensure accuracy before submittal for payment.
- Monitors budget, ensuring expenditures fall within budgetary parameters.
- Coordinate and execute local and international travel arrangements, including reimbursement requests when necessary.
- Develop, maintain, and update written protocols that clearly outline procedures, workflows, and required steps for program operations, ensuring accuracy, clarity, and alignment with department standards.
- Contribute to the preparation of Progress Reports.
- Assist with special projects, such as the preparation of project reports and presentations.
- Adhere to State, Federal, and fiscal agency policies and procedures.
- Assists OBBH with coordination and collaboration of border binational public health events, workshops, conferences, and activities.
- Maintain confidentiality of sensitive information and handle projects of highly confidential and sensitive nature.
- Provide work directions to student workers, interns, and other assigned staff.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of project management principles, including workflow coordination and timely tracking.
- Ability to coordinate and facilitate meetings, including agendas, minutes, logistics and follow-up.
- Skills in developing and maintaining written protocols and standard operating procedures.
- Ability to coordinate travel, conferences, and facilities related operations.
- Ability to review documents for formatting accuracy, quality control, and error free content.
- Ability to assist with fiscal documentation, including purchases, reimbursements, and supporting budget materials.
- Experience interacting effectively with all levels of federal, state, county, representatives and local public health officials.
- Strong organizational skills, attention to detail, possess good judgment and professional demeanor.
- Ability to maintain collaborative and professional working relationships with diverse partners and strong sensitivity for diverse cultural practices and etiquette
- Ability to work independently and in a team
- Ability to work on multiple tasks and allocate time to meet deadlines.
- Proficient in standard office software: Word, PowerPoint, Outlook, Excel and

Publisher.

- Communication Skills – excellent written and verbal communication skills. Must be able to communicate technical information in a clear and concise manner. Bilingual English and Spanish (speak, read, and write).
- Demonstrated experience with report preparation, problem-solving and critical thinking skills.
- Establish effective working relationships with management, employees, employee representatives, and the public, representing diverse cultures and backgrounds.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Bachelor's degree in public health, Health Administration or related field. Experience with state and federal program requirements is preferred. Must be proficient in spoken and written English and Spanish. Must be willing and able to travel within California, the U.S. and Mexico with appropriate documentation to travel in both countries.

COMPENSATION:

The starting salary for this full-time position is $70,380 (Project Staff Salary Schedule 14), with fully covered benefits for employees and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Employees are currently required to work in-person at least four (4) days per week. Additional in-office days may be required based on operational needs. This position requires travel within the United States and to Mexico. The Project Coordinator must have the ability to travel to and from Mexico. A valid California Driver's License is required.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Project Manager, Office of Binational Border Health.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and current authorization to work in the United States.

THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES
IS AN EQUAL OPPORTUNITY EMPLOYER.

The Foundation for Grossmont and Cuyamaca Colleges is committed to the principles of equal employment opportunity. All qualified applicants for employment and employees shall have full and equal access to employment opportunities. The Foundation for Grossmont and Cuyamaca Colleges prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The district encourages candidates who are equity-minded and who value equity, diversity, and inclusion to apply. We actively seek to attract candidates from underrepresented groups.

APPLICATION PROCESS:

The deadline to apply for this position is November 30, 2026. To apply email your resume and cover letter in a **single PDF** to Auxiliary.Jobs@gcccd.edu. In the cover letter please highlight your qualifications for this position.