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 MANAGER-M3

OFFICE OF BINATIONAL BORDER HEALTH

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

The Project Manager will be employed by the Foundation for Grossmont and Cuyamaca Colleges, to provide support to the California Department of Public Health. The California Department of Public Health, Office of Binational Border Health (OBBH) focuses on emerging public health issues, informs and educates public health professionals, and assesses the health status of the border region with four main goals to: 1. Assess and monitor border and binational public health issues; 2. Optimize border and binational communication, coordination, and collaboration on public health issues; 3. Build capacity in California and Baja California to effectively address public health issue; 4. Increase awareness among state and local agencies, policy makers, the public, and other stakeholders about border and binational public health issues, and the role of OBBH in addressing these issues.

Job Summary: The Project Manager leads the Health Equity Focus area, a cross-cutting function within the OBBH dedicated to strengthening border and binational public health efforts by embedding equity throughout program planning, development, implementation, evaluation and operations. The incumbent advances this work by identifying and addressing structural barriers contributing to health disparities and ensuring OBBH programs are responsive to the diverse needs of border and binational populations across California and the U.S.-Mexico border region. The incumbent oversees coordination of OBBH's strategic plan, supports performance management through monitoring objectives and key results, and provides technical assistance to inform equitable program decision making. The incumbent promotes alignment with statewide and border focused equity priorities and strengthens collaboration with internal and external public health partners. The position engages with a wide range of partners, including local, state and federal agencies from both the U.S. and Mexico, and plays a key role in fostering partnerships to ensure priority public health topics are aligned with OBBH's mission and strategic direction.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program Leaderships, Planning and Strategic Oversight

- Manage the completion of administrative and programmatic mandates as required by CDPH including the design, implementation, and analysis of regional and binational public health projects in accordance with program statute and under the general supervision of the Chief.
- Lead the development, implementation, and monitoring of strategic planning activities that advance OBBH's priorities.
- Support office mandates such as the development of the strategic plan.
- Formulate policies and procedures.
- Develop activities, approaches, and plans that integrate health equity principles into program practices, policies, and goals.

Research and analyze health disparities and best practices to inform program planning and decision-making.

Public Health Partnerships & Binational Coordination

- Participate in border health meetings, and committees to ensure OBBH is represented.
- Collaborate with Mexican public health officials on joint binational public health projects and initiatives.
- Work closely with U.S. and Mexico health officials at the federal, state and local levels while demonstrating necessary protocol and diplomatic skills to communicate and interact effectively on public health issues of mutual interest.
- Strengthening collaboration with internal and external public health partners.
- Represent the Office in national and international meetings.
- Demonstrate cultural sensitivities and appreciate local customs and culture.

Program Operations, Implementation & Support

- Assist staff in completing scope of work activities and in planning conferences, workshops and general meetings
- Compile state contracts, reports and articles for publication.
- Research literature on border health and prepare reports for publication.
- Draft bill analysis on legislation impacting the work of the Office of Binational Border Health.
- Identify funding resources, write and review grant proposals, and make recommendations to the Chief and other State and Federal officials.
- Comply with state and contract accounting and budget procedures.

Staff Supervision & Capacity Building

- Supervise the work of two Program Coordinators and student interns.
- Support capacity building efforts and facilitate shared learning opportunities on health equity principles.
- Provide staff training and development in the field of border and binational health.
- Formulate policies and procedures.
- Support development and refinement of program processes to ensure alignment with OBBH goals.

Other Responsibilities

- Serve as OBBH liaison on priority public health topics as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills
- Fluency in written and spoken English and Spanish (preferred)
- Strong computer skills for communication, scheduling, tracking and reporting

- Ability to manage multiple competing priorities and with strong organizational skills
- Ability to work effectively as a positive, contributing team member
- Ability to work collaboratively and independently with committee members, colleagues, and community organizations
- Ability to quickly learn and apply management skills and professional protocols related to public health
- Knowledge of strategic planning principles and the development of plans, maps and related tools
- Knowledge of the theories and principles of U.S. and Mexico health services program design and methodologies

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Master's in public health or equivalent; emphasis on epidemiology, health promotion or related field is preferred. Three years of experience in program coordination in binational environment. 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 $88,548 (Management Salary Schedule 3), with fully covered benefits for employee 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. Additional in-office days may be required based on operational needs. This position requires travel within the United States and to Mexico. The Project Manager must have the ability to travel to and from Mexico. A valid California Driver's License is required. Office and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

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 Chief of the California Department of Public Health, 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.