

**Position Announcement - Program Director
Mental Health America of California's
California Youth Empowerment Network**

Position Title: Program Director, California Youth Empowerment Network

Location: Downtown Sacramento

Employment Status: Full Time/Exempt

Reports to: Chief Executive Officer

Compensation: Salary commensurate with experience plus health, dental, vision, retirement and paid parking

Submission Deadline: December 9, 2015

Under the supervision of Mental Health America of California's (MHAC's) Chief Executive Officer (CEO), the California Youth Empowerment Network (CAYEN) Program Director works to empower the transitional age youth (TAY) perspective on mental health policy issues and ensure that this perspective is represented in policy discussions and decisions at the local and state levels. Additionally, the Director of CAYEN is responsible for the day to day operations of the program and is also responsible for the timely completion of all contract deliverables and billing.

MHAC's mission is to ensure that people of all ages, sexual orientation, gender, ethnicity, etc. who require mental health services and supports are able to live full and productive lives, receive the mental health services and other services that they need, and are not denied any other benefits, services, rights, or opportunities based on their need for mental health services.

CAYEN is a program of MHAC. Its mission is to empower TAY to create positive changes in mental health policy and service delivery, and to promote prevention and early intervention activities to improve and maintain the mental health of TAY in all systems of care.

Responsibilities:

Leadership and Management:

- Actively create an inclusive, welcoming, and respectful environment that embraces diversity.
- In partnership with the CEO, lead the development and operationalization of CAYEN's policy and operational goals.
- Ensure the timely completion/submission of contract billing and high quality deliverables.
- Regularly review program financial statements to ensure the budget is adhered to.
- Work with the CEO to develop and manage the program budget.
- Deliver advocacy trainings and presentations.
- Actively research and identify funding opportunities.
- Represent CAYEN in the community through networking and collaboration.
- Host annual board retreat and lead all planning/delivery efforts.
- Lead board and workgroup meetings, conference calls and webinars.
- Supervise the CAYEN Program Coordinator and Program Assistant.
- Work closely with the CAYEN Board.
- Responsible for program development, administration, and evaluation.
- Conduct extensive outreach to grow CAYEN's network.

Policy and Advocacy:

- Work with TAY to bring their voice to various advocacy forums, meetings and events.
- Develop advocacy tools and talking points for TAY.
- In partnership with MHAC's CEO and the CAYEN Board, develop annual policy priorities and operationalize annual goals.
- Participate in various statewide committees and workgroups.
- Work to have TAY named to committees and workgroups.
- Build relationships with community stakeholders including government agencies, advocacy groups, and TAY drop-in centers.
- Develop recommendations, position papers, and policy papers to further CAYEN's mission and goals.
- Work with the CEO and policy team to track TAY related mental health policy and legislative action.

Qualifications:

- Minimum of a bachelors degree plus two years of experience in government relations and two years of experience working with TAY.
- Commitment to MHAC's mission as stated above.
- Ability to lead and manage ethically, and with integrity, in all areas of the position.
- Ability to support MHAC's psychologically healthy and safe workplace culture.
- Understanding of, and commitment to, youth leadership development and empowerment.
- Excellent written and oral communication skills.
- Experience in community outreach and group facilitation.

- Proven success in a management role with ability to oversee diverse project deliverables and implement program goals and objectives.
- Strong project management skills, with ability to develop, build, and execute new programming and projects.
- Entrepreneurial spirit that thrives in a small collaborative team.
- Community organizing experience and/or knowledge of public policy and legislative process.
- Ability to translate real-life issues and barriers to mental health services into policy recommendations and action plans.
- Highly organized and detail-oriented.
- Proficient in Microsoft Word, Excel, Outlook, and Power Point.
- Willing to travel and work occasional evenings and weekends.
- Experience with collaborative partnerships.
- Demonstrated history of effectively engaging youth and young adults in policy discussions.
- Understanding of mental health policy issues and the impact of stigma.

How to Apply: Deadline – December 9, 2015

Please submit the following documents to ACastaneda@MHAC.org with “CAYEN Director” in the subject line.

- Cover letter
- Resume
- One to two page writing sample
- Three professional references

**Only applications submitted by email will be reviewed.
No phone calls please or walk-ins please!**