



JOB ANNOUNCEMENT

Program Manager, Child Well-Being

OVERVIEW

[California Partners Project](#) is seeking a full-time Program Manager, Child Well-Being. The Program Manager, Child Well-Being, reports to the Program Director, Child Well-Being. This position will have the opportunity to manage research projects, create public education resources, and coordinate results-oriented campaigns to improve child well-being statewide. This position also convenes and collaborates with issue experts, implements media strategy, develops partnerships, and coordinates events.

ABOUT CALIFORNIA PARTNERS PROJECT

Founded in 2020 by California First Partner Jennifer Siebel Newsom and Olivia Morgan, the [California Partners Project](#) (CPP) is a 501(c)(4) not-for-profit organization dedicated to championing gender equity across the state and promoting the mental, behavioral, and physical wellbeing of California's children. CPP strengthens the Office of the First Partner's [California for ALL Women](#) and [California for ALL Kids](#) initiatives by bringing additional awareness, data, and resources to bear so that California remains a leader when it comes to supporting women and families.

CPP creates content, convenes experts and advocates, and celebrates the solutions that increase the wellbeing of California's communities. Our groundbreaking reports and toolkits identify research gaps, raise awareness of crucial issues, and bring specificity, accountability, media attention, and practical recommendations to improve the lives of California's women and families.

MISSION, VISION, AND VALUES

MISSION: In partnership with the people of California, California Partners Project champions gender equity across the state and ensures our state's media and technology industries are a force for good in the lives of all children.

VISION: Our vision is a more equitable California, harnessing the ingenuity of all its people to lead the nation and the world in addressing the challenges of gender equity and the impact of media and technology on child development. We believe that Californians will thrive economically, socially and individually when women have access to the same leadership roles as men. That the technology and media that drive our economy and shape our future can and should be a force for good. And that industries, institutions and individuals have a moral obligation to consider how their actions impact others, especially children. We know that

we're better together than alone. Partnership is key to maintaining the bold and innovative leadership that has always defined the Golden state.

VALUES: Partnership, Equity, and Innovation

WHAT YOU'LL DO

Responsibilities:

Program Implementation (50%)

- Coordinate and manage Child Well-being projects and strategy including research, education, and campaigns that promote pillars of youth mental health.
- Contribute to the development of reports and position papers to uplift findings and share stories/best practices. Liaise with staff and relevant consultants, analyze data, source report contributors, and support report editing.
- Compile data, spotlight research, design studies, and share fact sheets and stories regarding youth mental health.
- Strengthen and support partnerships with experts, academic researchers, corporations, government agencies, and organizations active in the child well-being and youth mental health field.
- Organize and host events on youth mental health, including executing on budget, logistics, and content planning.
- Support the convening of focus groups, evaluate case studies, and prepare content and presentation materials.
- Stay up-to-date on, and analyze, program-specific research and information. Brief the Child Well-being Advisory Council, Executive Director, and Board of Directors on relevant developments.
- Coordinate program evaluation, impact measurement, budgeting, and reporting.

Outreach & Communications (40%)

- Manage Child Well-Being-related social media and website content.
- Coordinate the planning and management of media around major events, projects and reports, including drafting talking points, press releases, social media toolkits, and briefing materials and updates for stakeholders.
- As requested, speak with the media about CPP's projects and events and serve as a resource for journalists covering child well-being and youth mental health topics.
- Engage in partnerships with organizations, experts, and impacted businesses and individuals to share CPP's projects and educational message with relevant audiences.
- Identify and coordinate speaking engagements and other opportunities to engage audiences with CPP's projects and educational message.

Administration (10%)

- Attend weekly team meetings, quarterly retreats, and other planning sessions with the CPP staff and Office of the First Partner.
- Prepare reports for the Board of Directors and attend quarterly meetings as needed.

IDEAL CANDIDATE PROFILE & DESIRED QUALIFICATIONS

Education and Experience:

- Professional clinical, direct service, and/or research leadership experience in the fields of public health, psychology, mental health, medicine, education, social work, policy, and/or youth development.
- Experience contributing to organizational partnerships, guiding programs, and supporting research projects.
- Other professional experience or relevant education in strategic planning, communications, marketing, government, law, nonprofit programs, and/or advocacy are preferred.

Communication Skills:

- Fluency in oral and written English required.
- Fluency in written Spanish is preferred.
- Strong written and oral communication skills, including the ability to collaborate with authors and academic partners to creatively design the concept of each report or position paper.
- Strong interpersonal and listening skills required with sensitivity and appreciation for diverse viewpoints and various communication styles.

Finance or Math Skills:

- Ability to analyze qualitative and quantitative data sets and identify trends and important elements.
- Must be comfortable reading academic reports and working with qualitative and quantitative data to calculate percentages, averages, identify trends, etc.
- Basic understanding of program and organizational budgets preferred.

Function-Specific Skills:

- Strong project management skills with excellent attention to detail required.
- Excellent organizational and systems thinking skills.
- Knowledge of impact measurement and reporting is preferred.
- Ability to manage several tasks and competing priorities in a highly collaborative, multi-stakeholder environment.
- Demonstrates cooperation, respect, empathy, proactive and clear communication, and positively contributes to team morale and healthy engagement with clients and collaborators.
- Ability to be solutions-oriented, balance the big picture with details, and plan ahead.

Technical Skills:

- Strong knowledge of the Google Suite and Microsoft Office required.
- Must be able to use the internet for research and information gathering.

Judgment and Independence:

- Ability to exercise good judgment, manage time effectively to solve problems, and respond appropriately to changing circumstances and priorities.
- Strong ability to take initiative, work independently and part of a team.

- Commitment to the vision, mission, and values that underlie CPP's work.
- Ability to handle sensitive information with a high degree of confidentiality.
- High proficiency with follow-through, dependability, and attention to detail to meet deadlines with accuracy.

Attendance and Availability:

- The CPP team works remotely from California with occasional travel for meetings and events in California required.
- Must be able to work remotely during normal office hours from 9:00am-5:00pm PT, Monday through Friday.
- Must be available to work occasionally outside of regular hours.
- Must be authorized to work in the United States.

WHAT WE OFFER

This position offers a competitive salary range that begins at \$85,000 and is commensurate with experience. CPP offers a benefits package that includes health, dental, vision, and life insurance, paid vacation and sick leave, paid parental leave, paid holidays, and professional development opportunities. More details can be provided upon request.

EQUAL OPPORTUNITY EMPLOYMENT

The California Partners Project is an equal opportunity employer that values diversity at all levels of our work. The organization's policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of sex, gender, race, color, age, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, citizenship status, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.

HOW TO APPLY

- Please send a resume and thoughtful cover letter to careers@calpartnersproject.org with the subject line: "Program Manager, Child Well-Being"
- Your cover letter should (1) describe how your skills and experience align with the position description and (2) your connection to CPP's mission and values.
- Note: Applications will be reviewed on a rolling basis and earlier applicants may receive priority consideration. We encourage all interested candidates to submit their applications promptly. All applications will be held in strict confidence.