

The “Support Associate” holds a key supportive role to CALBHB/C’s Executive Director and CA’s 59 local mental/behavioral health boards and commissions.

Duties:

A) Technical Support:

1. Respond to questions from board/commission staff and members
2. Develop and/or update technical support materials

B) Subject Matter Expert:

1. Review and summarize reports, documents and articles
2. Support development of issue briefs
3. Develop and/or facilitate presentations to local boards and commissions
4. Respond to requests for issue-based information from local board/commissions

C) Communications: Support administration/maintenance of: Website, Newsletter, Social Media, Contact Data, and email communication with 59 Boards/Commissions.

D) Conference Facilitation: Support facilitation of CALBHB/C meetings/trainings

1. Support Zoom teleconference facilitation
2. Support In-Person facilitation as able (long-distance travel not required)
 - a) Equipment set-up: microphones, conference devices (for hybrid meetings)
 - b) Welcoming attendees
 - c) Distribute conference materials
 - d) Food and beverage orders
 - e) Note-taking

E) Statewide Advocacy:

1. Attend/take notes at behavioral health coalition and/or legislative/advocacy meetings
2. Support CALBHB/C legislative positions
 - a) Support composition of letters of support or opposition
 - b) Provide “Support” or “Oppose” positions during legislative hearings (remote)

Professional Qualifications:

- A bachelor’s degree or 4 or more years of mental/behavioral health-related experience (volunteer or professional)
- Strong written and oral communication skills
- Ability to summarize information
- Knowledge of and/or ability to learn software platforms such as Zoom, Google Docs, Weebly and Microsoft Publisher, and set up hardware, such as conference devices, microphones and computer equipment.