



INDEPENDENT CONTRACTOR POSITION ANNOUNCEMENT

Health Education Coordinator Independent Contractor

About the Organization

Valley Health Foundation (VHF) is an independent, nonprofit organization that raises funds to support Santa Clara Valley Healthcare (SCVH), the public healthcare system in Silicon Valley, as well as other departments in the county health system, including Behavioral Health Services Department, Public Health, and Custody Health.

The healthcare system serves 1 in 4 residents of Santa Clara County and includes O'Connor Hospital and Regional Medical Center in San Jose, St. Louise Regional Hospital in Gilroy, and Santa Clara Valley Medical Center in San Jose, Silicon Valley's busiest hospital. The system provides care to everyone, regardless of insurance status or income level. Valley Health Foundation is a dynamic and successful fundraising organization that fosters an energetic, collaborative work environment. More information can be found at www.valleyhealthfoundation.org.

About The Q Corner and The Harm ReduQion Project

The Q Corner is a peer-driven program in the Behavioral Health Services Department (BHSD) to support 2S/LGBTQIA+ community members, their families, and allies in Santa Clara County. Established in 2019, The Q Corner's mission is to ensure all 2S/LGBTQIA+ individuals, across intersecting cultural identities, have equitable access to welcoming, affirming, knowledgeable, and competent behavioral health services and resources. The program includes 1:1 and group peer support, resource linkage and navigation, outreach efforts and events, and other recovery-oriented activities that increase connectedness to services and provide culturally responsive healing. Through embedded staff and contracted cultural consultants, support is in English, Spanish, and Vietnamese, with translation into all other languages. The Q Corner's Harm ReduQion team has built a 2S/LGBTQIA+ specialized substance use and harm reduction foundation that has served the community since 2023.

About the Contract-Based Health Education Coordinator

The Contract-Based Health Education Coordinator role is a grant-funded, full-time contract commitment at approximately 40 hours per week, with flexibility, ending on June 30, 2027, with Valley Health Foundation, with placement to support the County of Santa Clara Behavioral Health Services Department (BHSD) Q Corner Harm ReduQion Project. This contractor will collaborate with the VHF Grants Administrator and work closely with the

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2400 Clove Drive, San Jose, CA 95128 (408) 885-5299 valleyhealthfoundation.org

Valley Health Foundation is a 501(c)(3) nonprofit organization (EIN 77-0187890) that supports Santa Clara Valley Healthcare which includes Santa Clara Valley Medical Center, O'Connor Hospital, St. Louise Regional Hospital, and affiliated health centers and community programs.

Harm ReduQion Project staff to assist in the successful completion of grant objectives related to outreach, prevention, and education efforts led by The Harm ReduQion Project.

The Health Education Coordinator will work closely with the staff in the coordination of community outreach efforts to provide informational and educational materials about stimulant and opioid use disorder.

The Health Education Coordinator role is made possible by a grant and will help ensure the delivery of grant program tasks, goals, and objectives including coordinating the development of educational materials, working with consultants and videographers to complete video projects, assist in community outreach and education, lead on coordination of events and logistics, assist in data collection for reporting purposes as well as other tasks.

Mileage is provided for the Health Education Coordinator to travel by car throughout Santa Clara County to coordinate work with consultants, videography, events, and outreach efforts. The contractor will be reimbursed for the use of a personal vehicle when travel is required and pre-approved by VHF. Reimbursement will be calculated at the IRS standard business mileage rate in effect on the date of travel. To receive payment, the contractor must submit a mileage log (date, origin, destination, purpose, and miles driven) with the regular invoice.

Type:	Independent Contractor (1099)
Commitment:	Approximately 40 hours per week (with flexibility)
Duration:	Ending on June 30, 2027.
Location:	Santa Clara County, including San Jose, Gilroy, and Palo Alto
Compensation	\$40.00 per hour
Schedule:	This independent contractor role is expected to require approximately 40 hours per week, including an average of 25 on-site hours. The contractor may set their own schedule in coordination with project needs, though some evening or weekend hours may be necessary.

Scope of Work

- Assist in coordinating events and gatherings centered on Harm ReduQion Project education, outreach and prevention activities. Staff events to engage with community members, manage logistics and assist in record-keeping.
- Coordinate work with linguistic/cultural consultants to assist the Harm ReduQion Project team in developing culturally resonant and responsive messaging for outreach materials.
- Coordinate work with videographers, including support with logistics, scheduling, and communications.

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- Assist Harm ReduQion Project in identifying program supply needs and assisting in purchasing.
- Assist in managing grant-restricted budget for Harm ReduQion Project efforts.
- Assist Harm ReduQion Project team with outreach efforts throughout the community as needed, including tabling at events, school sites, and community sites.
- Participate in Harm ReduQion Project team meetings.
- Assist VHF staff in record-keeping and reporting for grant requirements.

Contractor Requirements

- A reliable and insured vehicle, along with a valid driver's license.
- Enthusiasm for 2S/LGBTQIA+ community health and well-being.
- Bilingual/Spanish-speaking candidates encouraged to apply.
- Demonstrated ability to learn and explain the County of Santa Clara Behavioral Health Services Department's The Q Corner, Harm ReduQion Project, and other BHSD programs in an enthusiastic, engaging, and supportive manner.
- Flexibility in schedule to attend weekend or evening events.
- Monitor the inventory of supplies for outreach efforts.
- Work cooperatively and collaboratively as part The Q Corner and VHF teams.
- Develop and maintain cooperative relationships with community groups and agencies, as well as administrators and professional staff of all partner organizations or agencies.
- Maintain confidentiality of information about community members/clients/participants.
- Establish rapport with community members/clients/participants.
- Assist in planning programs of moderate complexity.

Application Instructions

- The Contract-Based position will remain posted until filled.
- Interested applicants should submit a resume and brief cover letter to:
jobs@vhfca.org.
- Subject Line: **Health Education Coordinator**

References will be requested by Valley Health Foundation during the final stages of the interview process. Applicants will be notified before any contact is made with the provided references. The application process is confidential.

Diversity, Equity, Inclusion, and Respect

We value diversity in experiences, cultures, and perspectives at Valley Health Foundation. This



diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (particularly under-represented minorities), women, veterans, members of 2S/LGBTQIA+ communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff that is engaged in addressing issues of diversity, equity, inclusion, and respect.

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