

Program Coordinator (7397C), Berkeley Public Health -
81568
University of California, Berkeley

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Downloaded On: Oct. 29, 2025 2:15pm

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title	Program Coordinator (7397C), Berkeley Public Health - 81568
Department	Berkeley Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

The UC Berkeley Safe Transportation Research and Education Center (SafeTREC) is a UC Berkeley affiliated research center. SafeTREC was established in 2000 as the Traffic Safety Center (TSC) to address the fact that motor vehicle crashes are a leading cause of death for people aged 1 to 34 in the U.S.-and a major cause of minor and debilitating injuries for all age groups. SafeTREC's mission is to inform decision-making and empower communities to improve roadway safety for all. The center is funded by a combination of contracts and grants from federal and state agencies and private foundations.

At SafeTREC, we are committed to helping each other succeed, having a growth mindset, speaking up, inclusion, and accountability. We are looking for inclusive- minded applicants who demonstrate a sensitivity to and understanding of the diversity of our faculty, staff, and student population and the

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communities we work with across the state of California. Our team is an innovative and equity- focused community that envisions a world with zero roadway fatalities or serious injuries and a culture that prioritizes safe mobility for all. Learn more at: safetrec.berkeley.edu.

Position Summary

The Safe Transportation Research and Education Center (SafeTREC) is a multidisciplinary group affiliated with the School of Public Health and the Institute of Transportation Studies. Our mission is to inform decision-making and empower communities to improve roadway safety for all, with an emphasis on vulnerable road users in California. We achieve this by working with academics, government agencies, and community-based organizations.

The Project and Policy Analyst will contribute to SafeTREC's community engagement and technical assistance portfolio, including the Community Pedestrian and Bicycle Safety Program, California Safe System Leadership Institute, Complete Streets Safety Assessment and other special projects. In this role, the Policy and Project Analyst will become more familiar with active transportation safety in California, including traffic crash data analysis, the Safe System Approach, and strategies to improve traffic safety for people walking and biking on California roadways. The Project and Policy Analyst may assist with compiling reports, monitoring project schedules, communicating with internal and external partners, facilitating meetings and workshops, and conducting ad hoc technical assistance.

Application Review Date

The First Review Date for this job is: 10/15/2025.

Responsibilities

- Supports the design and implementation of work plans for programs and educational initiatives related to pedestrian and bicyclist safety and the Safe System Approach.
- Tasks include developing training materials, facilitating small group activities, preparing reports and analyses, and coordinating projects from conception to completion.
- Coordinates program planning, implementation, and evaluation with senior staff, colleagues, and external partners.
- Performs administrative and communications tasks essential for meeting grant deliverables.
- Participates in workshops, trainings and other professional development activities.
- Other duties as assigned.

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Required Qualifications

- Working knowledge of traffic safety and/or public health research, programs, and policy especially related to advancing active transportation safety and the principles of the Safe System approach to road safety.
- Strong group facilitation skills, with preference for familiarity with leading action planning and workshops with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Proficient in communicating complex information in a clear and concise manner, both verbally and in writing.
- Proficient project management and team coordination capabilities.
- Demonstrated ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Experience in developing and maintaining cross-functional partnerships.
- Strong communication and interpersonal skills to effectively engage with a variety of stakeholders, including vulnerable populations.
- Strong organizational skills with ability to work on multiple projects and tasks.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience in program/project launch and implementation.
- Familiarity with ArcGIS and/or R to support data analysis and visualization.
- Familiarity with Adobe Creative Suites to produce reports and other materials for print and digital distribution.
- Willingness and ability to participate in occasional travel within California, sometimes outside of normal business hours.
- Written and spoken Spanish fluency.
- Familiarity with communications and outreach best practices, including current digital accessibility standards, and ability to implement communications campaigns.
- Master's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.50 - \$38.50. The full salary range for this classification is \$30.17 - \$51.92.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.

- This is not a visa opportunity.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

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[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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