



PUBLIC NOTICE

BOARD OF DIRECTORS

SPECIAL OPEN SESSION MEETING

Wednesday, July 10, 2024, 6:30 pm
1819 Trousdale Dr., Burlingame
Classroom

Join Zoom
Meeting
[https://
us02web.zoom.
us/
j/81994031244](https://us02web.zoom.us/j/81994031244)
Meeting ID:
819 9403 1244
One tap mobile
+12532158782/
+12678310333,,

A G E N D A

1. CALL TO ORDER & ROLL CALL: Chair Cappel

[Director Rick Navarro will attend remotely: Krystal Grand Suites- Avenida Insurgentes Sur 1991 San Angel 01020 Alvarao Obregon, CDMX Mexico]

2. ORAL COMMUNICATIONS: *At this time, any person may speak on any items not on the agenda and any other matter within the jurisdiction of the District. Speakers are customarily limited to three minutes. If you cannot attend the meeting, but would like to offer comments, please email your comments to ana.pulido@peninsulahealthcaredistrict.org and they will be read into the record.*

3. NEW BUSINESS:

A. Proposal to approve allcove’s Summer Outreach Specialist Internship Position:
Jackie Almes, Youth Behavioral Program Manager

B. Discussion of September Board Meeting Date: Ana M. Pulido, Chief Executive Officer

4. ADJOURNMENT:



Internship Job Description: Outreach Specialist for allcove San Mateo

Position Overview: We are seeking a dynamic and motivated individual to join our team as an Outreach Specialist for our allcove San Mateo, a new and innovative youth drop-in center. This summer internship position will focus on developing and implementing outreach strategies to engage with local schools, student clubs, and leadership programs. The primary goal is to advocate for our center and establish collaborative partnerships in preparation for the start of the new school year in the fall. Due to the highly personal and potentially sensitive nature of this role, the person should have a healthy sense of personal boundaries and be capable of maintaining a professional approach at all times while representing allcove San Mateo.

Responsibilities:

1. **Outreach Strategy Development:** Develop a comprehensive outreach plan to connect with local schools, student clubs, and leadership programs.
2. **Relationship Building:** Establish and maintain relationships with key stakeholders in schools, including administrators, teachers, and student leaders.
3. **Advocacy and Promotion:** Advocate for the youth drop-in center within schools and communities through presentations, meetings, and promotional materials.
4. **Collaborative Partnerships:** Identify opportunities for collaboration with school clubs, student leadership programs, and other youth-focused organizations.
5. **Event Coordination:** Assist in planning and coordinating events and activities at the drop-in center, including outreach events targeted towards students and youth groups.
6. **Social Media and Marketing:** Utilize social media platforms and other marketing channels to promote the center and engage with the target audience.
7. **Data Collection and Analysis:** Collect feedback and data from outreach efforts to evaluate effectiveness and inform future strategies.
8. **Administrative Support:** Provide administrative support as needed, including maintaining outreach materials, scheduling meetings, and preparing reports.

Qualifications:

- Currently enrolled in a college or university program, preferably in education, social work, communications, or a related field.
- Passion for working with youth and advocating for their needs.
- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.



- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and social media platforms.
- Previous experience in outreach, community engagement, or event planning is a plus.

Materials to be produced:

- During the internship an outreach plan to launch in the fall must be developed and completed. This plan will include leveraging student government and clubs to help advocate for allcove. This plan will include a calendar for the next school year prepping for events and outreach activities.

Duration and Compensation:

- This is a summer internship position from June to August
- This position will be no more than 15 hours a week and compensation will be \$17.06 an hour.