



PUBLIC HEALTH INSTITUTE OF WESTERN MASSACHUSETTS

PARTNERS FOR HEALTH EQUITY

Job Description:

Community Project Coordinator- 413Cares.org

Primary Objective

The Public Health Institute of Western Massachusetts (PHIWM)'s Community Project Coordinator (listed on the Baystate Health website as "Community Project Coordinator" provides coordination and communications for the 413Cares.org project and other coalition efforts.

What you will be responsible for:

The Coalition Building Project Coordinator will coordinate meetings with team members and community partners to share updates and review progress in (a) recruiting participants, (b) implementing various components of the model, (c) collecting and reporting participant-level data on a regular basis and (d) to identify concerns, opportunities and strategies for addressing barriers to health and services based on project specifics.

The Project Coordinator will participate in planning, preparation and reporting of cross-site meetings of all stakeholders for information-sharing and group assessment of progress and concerns. The Project Coordinator will work closely with the Director of Programs and Development and project team in administrative tasks, communications, facilitation, data collection and data analysis activities.

The Project Coordinator will have strong disciplinary and communications skills, knowledge of community resources, facilitation skills, research and evaluation knowledge and be grounded in the community. Project Coordinator responsibilities include 1) administration, 2) convening, 3) assessment and evaluation, 4) communications and 5) networking.

What you need:

- Bachelor's Degree in Social Work, Public Health, Public Administration or related area; Master's Degree preferred.
- Experience in coordination of service agencies or community based programs.
- Experience in health education, environmental health or healthy homes, population health and behavior and/or youth development programs.
- Prefer bilingual Spanish.

This position is hybrid remote and the salary range is \$53,000-60,000 depending on experience.

About the Public Health Institute of Western Massachusetts

The Public Health Institute of Western Massachusetts builds measurably healthier and more equitable communities through community engagement, collaborative partnerships, research and evaluation and policy advocacy. PHIWM provides skills, expertise, and experience to create successful public health campaigns and sustainable system changes to improve health and well-being in Western MA. We build on community assets and build community capacity to positively impact social determinants of health by engaging and partnering collaboratively with communities and leading data to action strategies to champion and advocate for a public policy agenda. Our services include Coalition Building, Research & Evaluation and Policy Development & Advocacy. PHIWM is a 501 (c) (3) nonprofit with a 20 member Board of Directors and relies on state, federal and private grants and contracts. PHIWM contracts with Baystate Health for Human Resources, Payroll and IT services.

TO APPLY: Candidates for PHIWM's Community Project Coordinator should apply through Baystate Health's job portal at <https://baystatehealthjobs.com/job/community-project-coordinator-r19770/>