



# PUBLIC HEALTH INSTITUTE OF WESTERN MASSACHUSETTS

PARTNERS FOR HEALTH EQUITY

## **Job Description: Coalition Building Project Coordinator**

### **Primary Objective**

The Public Health Institute of Western Massachusetts (PHIWM)'s Coalition Building Coordinator (listed on the Baystate Health website as "Project Coordinator-Coalition Building) provides coordination and communications for the 413Cares Community Resource Directory, Pioneer Valley Asthma Coalition, Springfield Healthy Homes Collaborative, and other PHIWM coalitions.

### **What you will be responsible for:**

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

The Project Coordinator will participate in cross-site meetings of all stakeholders for information-sharing and group assessment of progress and concerns. The Project Coordinator will work closely with the program team in administrative tasks, team building, facilitation, data collection and data analysis activities.

The Project Coordinator will have strong administrative skills, knowledge of community resources, facilitation skills, evaluation knowledge and be grounded in the community. Project Coordinator responsibilities include 1) administration, 2) convening and 3) evaluation.

### **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 environmental health or healthy homes, population health and behavior, and/or youth development, and/or health education programs.
- Prefer bilingual Spanish.

### **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 Project Coordinator-Coalition Building should apply through Baystate Health's job portal at

[https://baystatehealth.wd5.myworkdayjobs.com/External\\_Careers/job/Springfield-Massachusetts/Community-Project-Coordinator\\_R9245](https://baystatehealth.wd5.myworkdayjobs.com/External_Careers/job/Springfield-Massachusetts/Community-Project-Coordinator_R9245)