

Bernalillo County Community Health Council
JOB DESCRIPTION: Program Specialist - HEALTHY HERE

Reports To: BCCHC Executive Director

Position Purpose - Generic: To provide programmatic support to one or more BCCHC programs or collective impact initiatives, involving significant facilitation of collaborative efforts, including coordination of committees/task forces made up of volunteer community members.

Position Purpose - Specific: To provide support to Healthy Here, an initiative in partnership with Presbyterian Center for Community Health to decrease chronic disease in Bernalillo County by increasing access to healthy food, physical activity, and clinical/community linkages.

Key Responsibilities include, but are not limited to the following:

1. PROGRAM DEVELOPMENT

A. Generic responsibilities:

- Develop and maintain programs and collective impact initiatives in alignment with BCCHC priorities and strategic plan, as assigned.
- Oversee implementation of grants and contracts received for assigned program activities in accordance with funding and reporting requirements.
- Contribute to process of regular updating of Community Health Profile and related assessment documents relevant to assigned programs/initiatives.

B. Specific responsibilities:

- Coordinate and facilitate the Healthy Here Lead Team, incorporating new partners as needed.
- Participate in Healthy Here meetings for all three components - Healthy Eating/Mobile Farmers' Market, Active Living, and Clinical/Community Linkages, in addition to community-based coalitions such as the International District Healthy Communities Coalition and the South Valley Partnership.
- Meet regularly with Healthy Here staff and partners in all three components, supporting them in activities/meetings set up outside of regular meetingschedule.
- Document activities outlined by scopes of work, writing and submitting reports as deliverables to funders as required.
- Communicate and collaborate with relevant administrative and programmatic leadership in organizations/institutions that fund this initiative.
- Provide additional support for priority community coalitions as needed.

2. LOGISTICAL SUPPORT FOR PROGRAMS

A. Generic responsibilities:

- Develop agendas for programmatic committee/team meetings in conjunction with chairs or other appropriate leadership.
- Monitor programmatic budgets relevant to assigned initiatives, assuring compliance with funding regulations and budgetary guidelines.
- Contribute relevant information and data for grant proposals as needed.
- Orient and support volunteer committee members or volunteer staff/interns.
- Work with administrative assistant to oversee scheduling of meeting rooms, arranging supplies/handouts for meetings, and assuring appropriate room set-up, as well as overseeing set-up of conference calls and logistical arrangements for virtual meetings.
- Oversee communications to BCCHC and associated initiative members about meeting times, places and meeting preparation.
- Assure adequate minutes of all meetings are taken, including documentation of attendance, and dissemination as appropriate.

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3. COMMUNICATION AND COMMUNITY OUTREACH SUPPORT:

- Manage production, editing, and publication of online newsletter and social media.
- Maintain Healthy Here pages up-to-date on BCCHC website.
- Contribute ongoing updates, articles, and other information appropriate for newsletters, website, and social media to inform the public about initiative activities.
- Assure internal communication mechanisms are effectively connecting and informing all members of activities of assigned initiatives or programs, using Google Groups, Basecamp, and other approaches as necessary.

4. OTHER DUTIES AS ASSIGNED

REQUIRED KNOWLEDGE AND SKILLS

- Commitment to identifying and eliminating socioeconomic, racial/ethnic and geographic inequities that lead to disparate health outcomes in Bernalillo County.
- Commitment to and understanding of public health approaches and community health improvement through collaborative action.
- Experience in facilitation of collaborative efforts, beyond direct service provision.
- Proven coordination and organizational skills, including ability to track multiple details and set up systems to maintain data and information.
- Excellent written and oral communication skills.
- Fluency with social media and web technology.
- Strong personal interaction skills, leadership skills, and commitment to working as part of a team.
- Strong computer skills with solid working knowledge of MS Word, Outlook, Excel, and PowerPoint.

PREFERRED KNOWLEDGE AND SKILLS

- Knowledge of current organizations, institutions and individuals working in the fields of food policy/access, built environment, and community/clinical linkages in Bernalillo County.
- Experience working with policy, systems and environmental approaches to reducing chronic disease, specifically diabetes, obesity, and heart disease.
- Ability to speak, read, and write in Spanish preferred, but not required.

BACKGROUND

- Minimum: Bachelor's degree in a relevant field with 3 years previous experience in public health, planning, education or community health-related field.
- Preferred: Master's degree and 3 years previous experience in public health, planning, education or community health-related field.
- Special consideration may be given, on a case by case basis, to candidates who strongly meet the prioritized and desired knowledge and skills, in lieu of these specific background requirements. (Subject to change without notice.)

COMPENSATION & BENEFITS

- \$25/hour
- Estimated commitment of 35 hours/week. Subject to change.
- Vacation/sick leave/holiday time off
- Healthcare benefits cover 75% of premium