

JOB DESCRIPTION



**COMMUNITY
FOUNDATION**
— OF THE MAHONING VALLEY —



Healthy Community Partnership Network Coordinator

BACKGROUND

The Healthy Community Partnership (HCP) is a regional multi-sector collaborative made up of individuals, organizations and institutions committed to a healthier Mahoning Valley. Members of HCP work together to improve:

- Access, affordability and consumption of healthy food
- Traffic and personal safety to increase physical activity
- Recreational facilities to increase physical activity.

The HCP is housed at the Community Foundation of the Mahoning Valley (CFMV) and supported by a small staff committed to helping the partners to take actions together that promote healthier, more equitable communities.

POSITION OVERVIEW

To support the partners, HCP seeks a passionate and dynamic coordinator who will engage partners, facilitate meetings, evaluate progress, and communicate success. The HCP Network Coordinator will report to the HCP Director and work closely with the HCP Communications Team.

WORK SCHEDULE

Full-time (40 hrs. per week) with occasional evening or weekend work

JOB SUMMARY

Key responsibilities include:

- Engage with current HCP members and potential partners
- Convene and facilitate HCP partner meetings, including:
 - Healthy Food Retail, Parks & Greenspaces, and Active Transportation Action Team Meetings
 - Steering Committee—when the Director is unable to do so
- Manage HCP Communications Tools: Bulletin Board, Network News Update, and Story Bank
- Collect data from partners to measure and evaluate progress of HCP efforts
- Prepare communications for partners, funders and other audiences, including summaries of committee and team meetings and significant accomplishments
- Coordinate collaborative learning opportunities to increase partner understanding of key concepts
- Support HCP's advocacy efforts by securing letters of support from elected officials and community partners or other means of assistance
- Work with the Director to update outreach strategies as needs emerge and represent HCP at public events, meetings, or other activities
- Work with the Director to coordinate with other related projects and coalitions in the Valley that are aligned with the HCP's goals
- Work with the Director to help partners surface and address conflicts, tensions, and other obstacles that limit their ability to move forward together

Healthy Community Partnership Network Coordinator

OTHER FUNCTIONS AND RESPONSIBILITIES

- Participate in CFMV staff team, committee, and/or board meetings as requested
- Participate in and contribute to the Foundation's learning and efforts around diversity, equity, and inclusion
- Other duties as assigned

PROFESSIONAL CHARACTERISTICS AND QUALIFICATIONS

This is an opportunity to help create a healthier, more equitable Mahoning Valley. Therefore, first and foremost, the Coordinator must be committed to the mission and vision of the HCP and have the presence to inspire confidence and passion in others.

Additionally, the ideal candidate should demonstrate:

- Experience facilitating meetings with diverse groups, including helping groups develop shared goals, address conflicts and make collective decisions
- Experience engaging with diverse audiences, including neighborhood-based groups, business groups, non-profit organizations, and public officials
- Project management experience
- Ability to thrive in a fluid and evolving environment
- Ability to clearly and succinctly communicate complex information
- Flexibility and the ability to work autonomously as well as take direction as needed
- Strong analytical and critical thinking skills
- Effective written and oral communications skills
- Familiarity and comfort with digital communications, including social media and basic document design
- Familiarity with the Mahoning Valley
- Familiarity with local and state trends/priorities in health and community revitalization

WORKING CONDITIONS

Position will require attending bi-weekly staff meetings and daily collaboration. The position requires a schedule of work of 40 hours per week including evening meetings, as needed.

COMPENSATION AND BENEFITS

Annual compensation for this position is in the \$40,000 range, dependent on qualifications, experience.

CFMV's benefits package includes health, dental, and vision insurance; vacation leave; personal time; nine paid holidays per year; Simple Retirement Plan with employer contribution match.

Application review will begin immediately and continue until the position is filled.