

Common Ground Health Job Posting

Position Title: Play ROCs Project Coordinator
Department: Community Health & Engagement
Reports To: Director of Whole Child Health Advocacy
Status: Full-Time, Exempt
Manages Others: No
Posting Date: 03/31/2023

Organizational setting:

Founded in 1974, Common Ground Health is one of the nation's oldest and most effective regional health planning organizations. Located in Rochester's Neighborhood of the Arts, the nonprofit serves the nine-county Finger Lakes region. We bring together leaders from health care, education, business, government and other sectors to find common ground on health challenges. Using the region's most comprehensive health data, together we hammer out strategies for better care, smarter spending and healthier people. Through all of these activities, Common Ground Health seeks to promote population health improvement and reduce health care disparities in the Finger Lakes region.

Healthi Kids is an initiative of Common Ground Health. With our 90+ member coalition, Healthi Kids advocates for whole child health in schools and communities.

General Purpose:

The PlayROCs project coordinator is primarily responsible for executing Healthi Kids' Play ROCs campaign. They will work closely with the director of whole child health advocacy and PlayROCs advocacy committee to develop grassroots advocacy strategies and tactics that advance play as a cornerstone of whole child health in schools and in neighborhoods. This position will focus on three key activities: 1) Mobilizing youth, families, and residents to advocate for solutions to bring play back into the daily lives of children; 2) Coordinating and convening the PlayROCs advocacy committee and other key stakeholders to drive policy/systems solutions; 3) Project management to execute the advocacy plan. The successful coordinator builds strong and positive relationships with partners and stakeholders, works closely with the Healthi Kids team to ensure alignment with overall initiative direction, and contributes directly to the completion of deliverables. This position requires flexibility in day-to-day activities, a keen attention to detail, and a collaborative approach.

It is Common Ground Health's intention that employees receive training/professional development necessary to achieve the development of skills, knowledge, abilities, and attitudes related to their job duties and individual development, and to the overall agency and its work plan deliverables. The project coordinator demonstrates a commitment to the mission, vision, and values of Common Ground Health.

Responsibilities/Accountabilities:

- Shows commitment to Common Ground Health's vision to become America's healthiest community with health equity for all people in our region.
- Oversees implementation of the PlayROCs advocacy campaign in coordination with PlayROCs Advocacy Committee and Healthi Kids team.
- Develops community outreach and advocacy tactics that advance the strategies developed by the Play ROCs Advocacy committee and Healthi Kids team.
- Produces written documents and develops presentations that advance the work of the Play ROCs campaign to community members and decision-makers (e.g., presentations, toolkits, one pagers)
- Builds and maintains relationships with community and grassroots partners.
- Develops effective ways gather input from grassroots partners to inform strategies and tactics.
- Develops expertise in the field of play and shares knowledge with stakeholders from multiple sectors.
- Supports Director of Whole Child Health Advocacy in the development of play related policy goals and strategies through background research and other activities as assigned.
- Effectively manages projects and activities as assigned.
- Schedules and coordinates project-related meetings.
- Represents Common Ground Health at community tables, events, conferences and with media.

Competencies:

- Must be adept at working in community-based settings and be able to develop rapport and credibility with youth, families, and residents.
- A persuasive, encouraging, and motivating approach to encourage others to engage in advocacy and become agents of change.
- Knowledge of best practices related to advocacy, and/or community engagement.
- Ability to interpret and share with youth and families how to navigate government systems & processes
- Desire and ability to learn and maintain knowledge of best practices and evolving trends in neighborhood & school-based play.
- Strategic thinker who can see the big picture, balance short and long-term objectives, and identify action plans for their successful implementation.
- Must have a collaborative work style that is responsive to and supportive of the needs of others.
- Must have exceptional verbal and written communication skills with the ability to effectively communicate with diverse populations & decisionmakers.
- The ability to work on multiple projects simultaneously and demonstrated flexibility and adaptability during times of change.
- Experience developing work plans with key outcomes, deliverables, and performance measures.
- Excellent interpersonal skills and the ability to demonstrate initiative, creativity, and integrity.
- Effective problem-solving, analytical skills and attention to detail that supports and enables sound decision making.
- Proficient with technology and adopting new systems.

Minimum Qualifications:

- A bachelor's degree in public health, public policy, public administration, or a related field. Lived experience and or work experience with diverse groups is strongly preferred.
- At least 2-3 years of experience working in the field of public health, public policy, community advocacy, or a related field.
- Ability to facilitate community committees and workgroups.
- Ability to develop and implement effective community outreach/advocacy strategies.
- Ability to build strong relationships/partnerships with diverse stakeholder groups.
- Strong written and oral communication skills with a history of presenting material to diverse audiences.
- Ability to speak Spanish desired.
- Must be able to work flexible hours as needed for meetings and events, such as early mornings, weekends, or evenings.
- Proficiency in Microsoft office products (Word, Outlook, Excel and PowerPoint). Experience in developing graphic presentations that include charts, tables and graphs preferred.
- Experience using web based video conferencing systems such as Zoom preferred.
- Holds an active New York State Driver's License and/or has available transportation to travel locally as needed for agency business.

Physical Requirements:

- Must be able to work remotely.
- Ability and willingness to travel locally, as needed.
- Sits for long periods. Works long hours on a computer. Uses a keyboard. Reads printed materials or from a computer monitor.
- Occasionally required to climb or balance; and stoop, kneel, crouch or crawl. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. In support of the Americans with Disabilities Act, this job description lists only those requirements and qualifications deemed essential to the position.

We are an Equal Opportunity Employer. We offer competitive salaries and a wide range of benefits such as: medical, dental and vision insurance; a generous time off package along with paid holidays; a 403(b) retirement plan with an employer contribution, employer paid benefits such as life insurance, short and long-term disability and a flexible and friendly work environment.

Please send resume and cover letter to: employment@commongroundhealth.org