

**Common Ground Health
Job Posting**

Position Title: Play ROCs Project Coordinator
Department: Community Health & Engagement
Reports To: Advocacy Manager
Status: Full-Time, Exempt
Manages Others: No
Posting Date: 8/28/20

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 60+ member coalition, Healthi Kids advocates for whole child health in early care and education, schools and communities.

General Purpose:

The project coordinator is primarily responsible for executing Healthi Kids' Play ROCs campaign. He/she will work closely with the advocacy manager to develop 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) project management, 2) convening the Play ROCs advocacy committee and other key stakeholders, and 3) engaging youth, families and residents in co-creating solutions to bring play back into the daily lives of children. 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. The project coordinator demonstrates a commitment to the mission, vision and values of Common Ground Health.

Responsibilities/Accountabilities:

- Develops project plans that advance the strategies developed by the Healthi Kids team and Play ROCs Advocacy committee
- Works with project team to ensure key project deliverables are met and tracks execution against deliverables.
- Informs and produces written documents and develops presentations to share the work of the Play ROCs campaign.
- Develops effective ways to communicate with grassroots stakeholders and gather input to inform strategies and tactics.
- Effectively manages projects and activities as assigned.
- Schedules and coordinates project-related meetings.
- Represents Common Ground Health at community tables, events, and with media.

Competencies:

- 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 be adept at working in community-based settings and be able to develop rapport and credibility with youth, families and residents.
- Must have exceptional verbal and written communication skills with the ability to effectively communicate with diverse populations.
- Demonstrated competence working with diverse teams and stakeholder groups.
- The ability to work on multiple projects simultaneously and demonstrated flexibility and adaptability during times of change.
- Proficient with technology and adopting new systems.

Minimum Qualifications:

- A bachelor's degree in public health, community planning or a related field. An equivalent amount of work experience that demonstrates a high level of expertise in the field will be considered.
- At least 2-3 years of experience working in the field of public health, community health, health planning, or community development.
- Ability to speak Spanish preferred.
- Proven ability to develop project plans and track record of success moving a team toward successful execution against deliverables.
- Demonstrated ability to build strong relationships/partnerships with diverse stakeholder groups and superior networking skills to establish and maintain productive relationships in the community.
- Strong written and oral communication skills with a history of presenting material to diverse audiences.
- Experience in leading or supporting committees and workgroups.
- Must be able to work flexible hours as needed for meetings and events, such as early mornings or evenings.
- Proficiency in Microsoft office products (Word, Outlook, Excel and PowerPoint). Experience in developing graphic presentations that include charts, tables and graphs preferred.
- Holds an active New York State Driver's License and has available transportation to travel locally as needed for agency business.

Physical Requirements:

- 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