

<u>Job Title</u>	Project Coordinator, Best Babies Zone
<u>Department</u>	Northwest Ohio Pathways HUB
<u>Department Head's Title</u>	Vice President, HCNO
<u>Immediate Supervisor</u>	Assistant Director, HCNO

This is a new position within the Northwest Ohio Pathways HUB. This position will utilize the Best Babies Zone approach- an innovative, multi-sector approach to reducing infant mortality and racial disparities in birth outcomes through the mobilization of communities. This is a grant funded position through June 30, 2019

A. Position Qualifications

- A bachelor's degree in health-related field or equivalent degree required; Master's degree preferred.
- Previous experience in public health preferred.
- Experience with community engagement desired.
- Experience working with underserved communities desired.
- Comfortable speaking in front of large groups.
- Ability to work with diverse constituents and coalition-development experience required.
- Healthcare and grants management experience desired.
- Proficient in the use of Microsoft Office Suite software.
- Ability to learn commonly used software programs and specialized software required.
- Excellent written and verbal skills required.
- Critical thinker able to research, design, oversee and complete projects with minimal guidance.
- Must be a self-starter, independent worker, and able to work as a member of a team.
- Must be able to commit to working some hours outside of regular business hours.
- Must be adaptable and willing to accommodate routine travel within Ohio and elsewhere as required. Hours and compensation negotiable.

B. Responsibilities

Under the direction of the Assistant Director, the Project Coordinator will:

- Provide training to Community Liaisons at multiple community organizations and lead the team to achieve project objectives.
- Implement the Best Babies Zone approach including developing and facilitating a community committee to guide the direction of activities and strategies for the targeted neighborhood.
- Build and maintain relationships with residents, business owners and representatives of community, faith-based, and non-profit organizations in the targeted neighborhoods
- Identify and partner with existing neighborhood associations such as neighborhood block watches
- Coordinate events such as community meetings, block parties, and health fairs based on community input
- Develop systems to distribute information to community residents

- Identify and implement the creative use of evolving social media platforms such as Facebook and Twitter to increase citizen engagement and dialogue

For more information and to apply, please contact Hospital Council of Northwest Ohio Human Resources Manager Tina Hacker at thacker@hcno.org.