



Position Announcement - Project Coordinator West Contra Costa County Healthy Eating Active Living Collaborative (HEAL)

Bay Area Local Initiatives Support Corporation (Bay Area LISC) is seeking a capable, experienced, and energetic individual to serve as Project Coordinator for the West Contra Costa County HEAL Collaborative (West County HEAL). The position of Project Coordinator offers a powerful opportunity to integrate advocacy, policy, and on-the-ground practices to advance a highly visible effort.

Employing a multifaceted strategy, the West County HEAL initiative combines health care leadership, community partnership and public policy strategies to reduce the rate of obesity in their communities. The overarching goal is to redress our obesity epidemic and address the many health issues that can result from poor nutrition and inactivity. Collaborative efforts focus on long-term, sustainable policy and organizational practice changes to address nutrition and physical activity goals in each sector.

The Project Coordinator will work in close partnership with a collaborative comprised of community residents, nonprofit organizations, and public and private stakeholders dedicated to improving health conditions in our community. The Project Coordinator will report to the Bay Area LISC Deputy Director and work from HEAL offices in North Richmond. The coordinator will also supervise one half-time staff member and various contractors to the project.

Position Description and Responsibilities: The position is responsible for overall success of the HEAL Collaborative; and will oversee the coordination, management, evaluation and administration of a three-year grant from Kaiser Permanente. The successful candidate will be highly skilled at conflict resolution, goal-setting, and consensus-based decision-making. They will also possess expert relationship management skills. Familiarity with West Contra Costa County is highly desirable. Local residents, including people of color, are encouraged to apply

The coordinator will have informal and formal opportunities for professional development, including peer-learning with LISC colleagues from across the country, access to conferences and trainings, and a work environment that emphasizes inquiry and excellence.

Specific duties include:

1) Project Progress and Assessment

- Ensure that the project meets the objectives of the HEAL Community Action Plan (CAP). Assess effectiveness, identify barriers, and negotiate solutions with the support of HEAL evaluators. Revise the annual Community Action Plan (CAP) and budget with the collaborative.

2) Administration, Contracts and Fiscal Management

- Establish and maintain effective operating processes for the HEAL Collaborative. Identify and oversee contracted activities to ensure they meet CAP requirements. Manage HEAL grants and subcontracts.

3) Collaborative Management, Outreach, and Presentations

- Provide project leadership for HEAL Committees and for the HEAL Coordinating Committee. Design, implement, and oversee a community mini-grant program. Make presentations and network with governmental stakeholders to foster program development, advocate for issues and policies related to HEAL, and advance the collective impact of the HEAL initiative

4) Reporting

- Prepare monthly written progress reports to LISC's Deputy Director and Executive Director regarding implementation of CAP and the status of collaborative members, relationships, and subcontracts. Prepare and

submit reports to Kaiser and others as required. Prepare all communication materials, except for those handled by contractors.

Skills and Experience:

- Bachelor's degree required, Master's degree preferred: preferably in public policy, public administration, public health, nonprofit management, environmental health, or a related field. At least 3 years working in public policy, public health, advocacy, or collaborative initiatives.
- Process facilitation capacity and experience strongly preferred, including the ability to set meeting agendas and goals, manage complex relationships, and resolve conflict.
- Knowledge of food justice and public health and safety issues is preferable. Experience in project or collaborative management is a plus.

LISC offers a competitive salary and excellent benefits. To Apply: Please email cover letter and resume to balisc@lisc.org, using **HEAL Project Coordinator** in the subject line.

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