

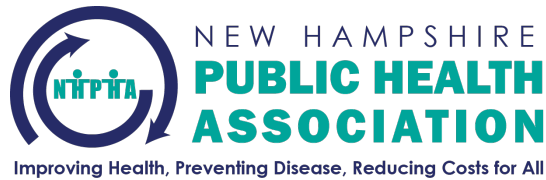
Job Description Workforce Programs and Coalition Coordinator

Department: Administrative
Job Status: Part Time, 24 hours per week
FLSA Status: Non-Exempt
Reports To: Executive Director or Board President
Travel Required: Less than 25%
Work Schedule: Varies, generally 6 hours daily four days per week
Positions Supervised: None

Overview: This position will serve as coordinator of NHPHA workforce development programs and coalitions. The Coordinator will provide oversight and management of workforce and coalition operations, including meetings and communication; community engagement; strategic plan development, implementation, and evaluation. This is a 24 hour per week position with a combination of remote and in-office work.

Responsibilities:

- Coordinate and support the work of assigned coalitions and facilitate coalition meetings. In addition to presiding over meetings, facilitation may include:
 - Agenda development and taking meeting minutes;
 - Arranging of meeting space or online meetings;
 - Coordinating with meeting presenters/participants;
 - Handout/ resource preparation;
 - Research policies from authoritative sources, draft policies and advocacy letters, and develop program and coalition guidance documents
 - Addressing technical needs during meetings; and
 - Recruiting new members and fostering the active participation of member organizations and individuals
- Coordinate NHPHA workforce activities to connect public health students, young professionals, and employers through recruitment, job fairs, and internship and mentoring programs. Duties include:
 - Developing and coordinating public health training opportunities;
 - Managing student intern and mentoring programs;
 - Recruitment opportunities for public health professionals; and
 - Supporting the Rising Stars Advisory Committee
- Assist in the development, implementation, and annual evaluation of strategic plans related to workforce and coalition activities.
- Write grants and reports on workforce and coalition activities for stakeholders and funders as needed
- Represent NHPHA at events and meetings statewide
- Perform other job-related duties as assigned



Job Description

Workforce Programs and Coalition Coordinator

Education and Experience Requirements:

- Bachelor's Degree
- Two (2) years' experience with meeting facilitation, public speaking, program coordination and/or developing and managing educational events, web content, and webinars

Preferred Qualifications include:

- Background a healthcare or public health related field
- Experience with building coalitions and/or community organizing
- Grounding in diversity, inclusion and equity principles
- Knowledge of participatory practices and community engagement frameworks
- Hiring preference for a person with lived experience as member of one or more communities of concern

Required Skills, Knowledge, and Abilities:

- Ability to exercise independent judgment within generally defined practices and policies.
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Must be computer savvy and able to navigate online meeting platforms (Zoom, WebEx, Word Press, etc.) as well as learn and adapt to new software and technologies
- Excellent presentation skills
- Knowledgeable of New Hampshire public health stakeholders
- Ability to work as part of an interdisciplinary team and maintain positive relationships with members and stakeholders
- Ability to prioritize and handle multiple projects
- Ability to accept responsibility and account for his/her actions
- Ability to perform work accurately and thoroughly
- Ability to make critical decisions to solve a problem or reach a goal while following NHPHA procedures
- Ability to organize well and follow a systematic method of performing a task
- Ability to find a solution for or to deal proactively with work-related problems
- Ability to utilize the available time to organize and complete work within given deadlines

Work Environment:

This position operates in a professional environment. This role will interact with other people and routinely need to handle several responsibilities at once. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to see, hear and speak. A great deal of the professional day is spent walking, standing, moving, and manipulating equipment, as well as lifting and moving objects, equipment and supplies. The employee frequently



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is required to reach with hands and arms and perform repetitive key board motion. Specific vision abilities required include close vision, distance vision, ability to adjust focus, and peripheral vision. It is anticipated lifting 20-25 pounds in any given day will be required. Lifting up to 50 pounds may occasionally be required.

I acknowledge that I have received and reviewed my most current job description with my supervisor.

Signature: _____
Employee Name:

Date: _____

Signature: _____
Supervisor Name:

Date: _____