Program: Building Healthier, More Equitable Communities (BHEC)
Position/Title: Project Coordinator (PC - Newark Team)
Location: Newark, NJ
Hours: Part-Time (20 hours per week)
Reports To: ULEC President with a dotted line to other lead individuals within the collaborative
Position Posted: Until position is filled

Basic Functions:
This position is new and the 3-year Building Healthier More Equitable Communities Initiative (“BHEC”) is new. To a great extent the PC will define the job as he or she goes forward. That said the current expectation is someone who helps to leverage the possibilities of this grant to maximize the involvement of the collaborative and the success of this effort. We seek to use the social determinants of health to improve health care and provide ways and means to reduce systematic racial inequality. We envision the job as a full-time effort to lead the grant to success.

Responsibilities:
- Promote working and interactive relationships with those in the collaborative as well as Reinvestment Fund and the community.
- Take the lead and implement a spirited system of involvement and follow up as we seek to achieve our goals.
- Provide support and assistance as we identify and implement goals and tasks related to those goals. Provide reports on progress versus expectations to achieve those goals.
- Focus on inclusive mechanisms that enlarge and enhance community involvement.
- Provide status as a point of contact for other members of the collaborative as well as other BHEC municipal teams and the Reinvestment Fund.
- Work together with team members to prepare and deliver presentations on team progress.
- Take the lead in identifying and submitting grant applications to leverage BHEC funding with our providers.
- Develop and implement effective programs that improve health care outcomes and reduce institutional racism.

Other Duties:
- There certainly is a requirement to coordinate and schedule meetings, manage those meetings, provide minutes and follow up tasks to the group, monitor progress and show how actions are meeting our goals. Develop a clear, transparent and effective communication system for participants in the grant.
- Identify and attend a wide variety of community meetings to evaluate performance versus goals and opportunities for health initiatives and ideas to improve racial equity.
- Supervise the budget and ensure expenditures are on pace and in agreement with budget requirements.
- Continue to review and share wide variety of relevant material.

Minimum Required Qualifications:
- College graduate or combination of experience and/or education.
- Strong work ethic and demonstrated ability to work well in a fluid environment.
• Strong verbal and especially written communication skills as much of the communication will be written to other members of the collaborative.
• Experience in some form of community development strongly preferred.
• 4-year degree preferred but significant professional experience (five years or more) may substitute for formal education at the discretion of the hiring manager.
• Excellent working knowledge of the local business environment in Newark, NJ.
• General knowledge and understanding of the needs of a low-income working population, as well as knowledge of available community resources.
• Excellent social/interpersonal skills and writing ability commensurate with the communication and reporting requirements of the position.
• Well-organized and self-directed.
• Must be Proficient in MS Office Applications (Word, Excel, Power Point, Outlook) and Internet; personal computer and related software.
• Candidate must have valid driver’s license and reliable transportation, as this position requires regular local travel.

Equal Opportunity Statement:
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

How To Apply:
E-mail resume/CV and cover letter to careers@ulec.org
In the subject line, write: “BHEC – Project Coordinator”