



## **The Institute for Family Health**

### **Job Description**

**Position: Program Coordinator/ Bronx Health REACH**

**Reports to: Program Manager/Bronx Health REACH**

**Summary:** The Program Coordinator for the Creating Healthy Schools and Communities (CHSC) Program will coordinate day to day activities of the grant in partnership with school and community partners. The program seeks to achieve policy, systems and environmental changes related to Physical Activity and Nutrition in Schools, Food Services Guidelines (FSGs) in Worksites and Community Settings, Physical Activity and Nutrition Standards in Early Care and Education (ECE) Settings, and Physical Activity Access – Connecting Routes to Destinations. S/he, under the supervision of the Program Manager, will be responsible for direct coordination with school and community partners to achieve grant deliverables.

### **The Institute for Family Health**

The Institute for Family Health is a federally qualified health center network that has provided health care services in the Bronx since 1985. It currently serves over 119,000 patients annually at 32 locations, including five sites in the Bronx, offering primary care, mental health, dental care, and social work services to patients of all ages, regardless of their ability to pay. It also operates three residency-training programs in family medicine and trains health professional students at all levels through the New York State Area Health Education Center program.

### **The Bronx Health REACH Coalition**

Since 1999, the Institute has led The Bronx Health REACH Coalition, which aims to eliminate racial and ethnic disparities in health outcomes in diabetes and heart disease in African American and Latino communities in the Bronx. The coalition includes community residents, community leaders, faith-based institutions, multi-sectorial community-based organizations and city agencies, healthcare providers, and social service agencies from across the Bronx. The project has an emphasis on policy, system and environmental changes, community outreach, health education, evaluation and dissemination. Creating Healthy Schools and Communities is a multi-sectorial effort through the New York State Department of Health to use evidence-based policy, systems and environmental (PSE) improvements to increase access to healthy food, healthy beverages, and opportunities for physical activity for residents in select counties across New York State. The PSE changes achieved through the Coalition's work will be augmented by

robust communications and evaluation strategies designed to foster sustained community engagement, document impacts, and disseminate best practices.

## **REQUIREMENTS:**

The Program Coordinator will oversee day-to-day operations of the project in support of the program objectives in coordination with the Program Manager. Her/his duties will include working with city public school agencies and school districts in support of the program objective Physical Activity and Nutrition in Schools (35% of time), as well as with community partners in support of community-related program objectives (65% of time), which include: Food Services Guidelines (FSGs) in Worksites and Community Settings, Physical Activity and Nutrition Standards in Early Care and Education (ECE) Settings, and Physical Activity Access – Connecting Routes to Destinations. Her/his duties will include:

- Coordinating with the Office of School Wellness Programs on working with schools (e.g. administration, staff, wellness policy committees) and community partners to assess and improve implementation of the DOE Wellness Policy as well as Local Wellness policies (LWP) in schools.
- Providing and/or coordinating technical assistance and resources to designated schools in community districts 7, 8, 9 and 12 to facilitate strategies, supplementary programming, and/or design/infrastructure that supports and sustains physical activity and nutrition.
- Working with program partners to: implement FSGs within worksites and community settings; improve policies, practices, and environments for physical activity and nutrition in ECE settings; and implement community planning and active transportation interventions to increase safe and accessible physical activity;
- Providing regular communication and updates about CHSC program efforts to community partners;
- Ensuring ongoing data collection and reporting on project objectives related to communities; and
- Supporting other Bronx Health REACH tasks as determined by the Director and/or the Program Manager.

## **QUALIFICATIONS:**

- Bachelor's Degree with 3-5 years of experience in nutrition & physical activity/education initiative
- Master's Degree in Nutrition, Public Health, Public Administration or related degree with three + years related experience is preferred but not required
- Strong background in the development and implementation of community-based nutrition and physical activity programs geared towards wide-scale system and environmental changes for low income, ethnically and racially diverse populations.
- Strong community engagement skills
- Demonstrated commitment to eliminating racial and ethnic health disparities and promoting health equity
- Experience providing professional development to key community stakeholders
- Experience working with public schools and affiliated groups and government agencies preferred
- Excellent communication, interpersonal, and organizational skills

- Proficiency with computers including but not limited to MS Word, Excel, Power Point, Database program, the Internet and some knowledge of web-based publishing
- Certified Health Education Specialist (CHES) preferred
- Bilingual (Spanish /English) preferred

If interested, please send an email with "CHSC Program Coordinator" in the subject line to [kmoltzen@institute.org](mailto:kmoltzen@institute.org) along with a resume and cover letter.