North Suffolk Public Health Collaborative
Public Health Coordinator Job Description

Description:
The North Suffolk Public Health Collaborative (NSPHC) seeks candidates for the position of Public Health Coordinator (the “Coordinator”). The Coordinator will manage the activities of the NSPHC, which aims to enhance public health programming and improve public health outcomes in the Cities of Revere and Chelsea, and the Town of Winthrop. The key activities of the NSPHC will include:

- The regular assessment of the public health needs of the Municipalities’ residents, including identification of common public health challenges;
- The establishment of shared public health objectives and desired outcomes to improve public health, which should be captured in the Collaborative’s Strategic Plan;
- The coordination and appropriate expansion of existing public health programming across the three communities to achieve shared objectives; and
- The communication and coordination of their public health efforts with other regional public health stakeholders.

The Coordinator will be based in the City of Revere’s municipal government, but work under the auspices of the NSPHC’s Board, which is comprised of the Chief Executives of the three municipalities. The coordinator will therefore work on a regional basis to provide a unified voice for the three communities in their interactions with primary care and public health service providers in the region.

Management responsibilities:

- Attend and represent the communities at all regional and state-led public health meetings and initiatives, including, but not limited to, the Community Health Network Areas, opioid and other substance abuse initiatives, tobacco prevention initiatives, and preventative health initiatives.
- Convene monthly meetings with the communities’ public health officials.
- Develop recurring three to five year regional strategic public health plans and/or community health improvement plans with measurable goals with the communities’ chief executives and public health officials.
- Oversee:
  - Community needs assessments;
  - Stakeholder identification and development;
  - Grant writing and reporting for preventative or intervention based public health grants on a regional basis;
  - Budget development for any internally administered or funded programming; and
  - Project evaluation activities.
- Work with community members, local, county and state elected officials, government agencies and human service agencies to implement the strategic plan and achieve the goals identified therein.
- Build and strengthen the coalition in order to build the communities’ capacity to change systems and address multiple issues.
- Provide technical assistance to community partners in the areas of assessment, planning, grant writing, and resource development activities.
- Engage all sectors of the communities to ensure that work is representative of communities.
- Work with evaluation staff to determine outcomes and to measure the results of the work.

Administrative responsibilities:

- Lead administration efforts on all work related to addressing the communities’ public health concerns on a regional basis, including strategic planning, writing and managing grants, building
and maintaining strong communication with diverse internal and external stakeholders and meeting all reporting requirements for funders.

- Organize and facilitate coalition meetings, training, and activities.
- Quarterly reporting of the status and progress of the public health initiatives to the communities’ chief executives and the NSPHC’s Board.
- Work with staff within the communities to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to: trainings, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.

**Budget and finance responsibilities:**
- Prepare annual budget and monitor expenses.
- Prepare budget reports for funders.

**Internal and external relations responsibilities:**
- Develop, engage, and maintain strong relationships with key community stakeholders, including residents, community agencies, Massachusetts General Hospital (MGH), East Boston Neighborhood Health Center (EBNHC), Hallmark Health, and other statewide agencies.
- Work closely with outside community agencies on coordinated service provision.

**Minimum qualifications:**
- Bachelor’s degree in public health, health administration, social work or related field with a minimum of 5 years experience. Strongly prefer Masters degree with at least 3 years professional experience in public health;
- Demonstrated history in organizing and building coalitions between a wide range of stakeholders, including municipal and state officials, hospital staff, primary service providers, and diverse community members;
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities;
- Understanding of the various components of the healthcare and public health systems, including application of evidence-based practices in community programs that can improve health outcomes;
- Strong history of program design/development and implementation;
- Knowledge of the public health landscape in Massachusetts;
- Grant writing and reporting experience;
- Excellent interpersonal, verbal, and written communication skills;
- Strong organizational skills and excellent attention to detail; and
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus.

Expected starting salary between $70,000 and $80,000, dependent upon experience and qualifications.

**Application information:**
The Metropolitan Area Planning Council (MAPC), Greater Boston’s Regional Planning Agency, is coordinating the search for the Collaborative Coordinator on behalf of the NSPHC.

Applications for this position should include a cover letter and resume. These should be sent electronically to gmiao@mapc.org, the Municipal Services Specialist at MAPC. If you have questions about the position, the Collaborative and the application process, you can reach Greg at (617) 451-0769.