POSITION DESCRIPTION

Title: Manager Of Community Initiatives: Built Environment

Salary: $55,000 based salary, depending on experience.

ORGANIZATION SUMMARY
Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC’s mission is to collectively build equitable systems. CHC has been on the cutting edge of public policy and program development, working to strengthen community participation and inform state and local policies that: (1) improve community health and education to achieve optimal health and healthy lifestyles; (2) ensure equitable access to quality healthcare services; (3) provide universal access to quality healthcare coverage and (4) eliminate health disparities. CHC engages members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state and national level to improve the health of under-served and marginalized communities.

PROJECT DESCRIPTION
The candidate will be working on several community transformation initiatives, including:
- Healthy Kids Zone: HKZ brings community members within a ½ mile radius of a school to work together to identify community challenges and health promoting policy solutions to those challenges.
- South LA BHC: CHC is serving as the backbone organization for a South LA coalition working to promote intersectional movement building.
- Baldwin Hills Oil Fields Community Advisory Panel (CAP): For over 10 years CHC has been working to eliminate adverse health, safety and environmental risks and impacts from the Baldwin Hills Oil Field, and restore the land to parkland consistent with the Baldwin Hills Master Plan.

Each project is different in its structure, partnerships, and deliverables. The Manager of Community Initiatives: Built Environment will report to the Chief Transformation Officer (CTO) to support these efforts through project management strategies that will ensure the successful completion of deliverables are timely and on budget; support and engage the partnerships, coordinate the logistics for meetings and other activities as needed, handle communication activities for each project and assist with the development of funder reports and correspondence as appropriate. Through at least one project, this position will manage subcontractor and consultant agreements.

DUTIES AND RESPONSIBILITIES

Project management
- Provide clear expectations, guidance and support to team members through the use of Asana project management software as well as via coaching and mentoring.
- Hold all subcontractors and consultants accountable to ensure the projects’ goals and objectives are effectively being executed.
- Prepare all project reports in a timely manner.
- Attend all meetings related to each project and ensure notes from outcomes of each meeting are inputted into Asana.
- Prepare and maintain documentation of efforts and other reporting mechanisms that can support evaluation of impact and the creation of replicable strategies.
- In collaboration with the CFO, ensure deliverables are on track and on budget.
**Capacity Building**
- Oversee the analysis of community capacity needs and/or develop a process for ongoing monitoring of capacity building needs as necessary.
- Work with internal and external teams to plan, design and deploy capacity building trainings and strategies for individual stakeholders, community agencies, and community partnerships, alliances, etc.

**Stakeholder Engagement and Partner Development**
- Develop and maintain strategic relationships with key decision makers, funders, community stakeholders and CHC partners to support project deliverables.
- Attend and represent the projects and CHC at all relevant external meetings, conferences, trainings, etc.
- Depending on the project outreach, organize, and actively engage community members in public decision-making processes at the local, state and/or national levels.
- Plan, convene, and facilitate project meetings and other activities as necessary.
- Collaborate with team members across disciplines, and subject matters.
- Provide administrative support such as coordinating meeting logistics, including notices, minutes, photocopying and collating relevant materials, food, room reservations, informational updates, and more.

**Systems Change Connection**
- Work with the Policy and Research teams to keep up to date with policy & systems change efforts that are being implemented within each project being managed.
- Ensure that each project has key deliverables that address systems change strategies and align with CHC’s yearly goals and objectives.
- Fully support policy research and advocacy activities for each project.

**Other duties as assigned**

**Skills Competency:**
- Possess a strong understanding of CHC’s services, strategies, and values.
- Superior presentation and communication skills, both written and verbal.
- Ability to communicate information, whether technical or non-technical, in a clear and concise manner.
- Strong quantitative and analytic skills and solid critical and strategic thinking skills.
- High level of initiative, self-direction and accountability for actions a must.
- Excellent organizational skills and adept at working on multiple projects within a fast paced environment.
- High level of comfort with technology and social media.
- Ability to work in a multicultural context/environment, interact with diverse communities, stakeholders, researchers, and government; and engage in social justice activism/advocacy and demonstrate innovative practices.
- Willingness to travel locally.

**Qualifications**
- Master’s degree or comparable degree or equivalent years of experience being a project manager.
- Knowledge and experience using and implementing systems change efforts through, either place-based initiatives or community engagement efforts.
- Proficient in Microsoft Office a must; familiarity with Asana a plus.
- At least three years proven track record developing and conducting community capacity building strategies.
- At least two years proven experience working with communities and local stakeholders in a collaborative and participatory process.
- Bilingual Spanish a plus.

**Community Health Councils is a non-profit, community-based health advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. **
**CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.**

**TO APPLY:** Please email a Cover Letter and Resume as separate attachments to humanresources@chc-inc.org. Include the exact title of the position you are applying for in the subject line of your email.

[www.chc-inc.org](http://www.chc-inc.org)