BUILD Health Challenge Coordinator- Sister Carmen Community Center

**Job Description Summary:** The BUILD Health Challenge Coordinator position is the grant and project administrator for the Raising of America Partnership BUILD Health Challenge grant. Lafayette faces inequity issues among families, struggling in environments lacking economic and social supports for success in raising healthy children in secure environments. Sister Carmen Community Center (SCCC), Boulder County Public Health (BCPH) and Centura Health (CH) will partner via the Raising of America Partnership Boulder County (ROA) fostering inclusion and engagement to create conditions for young children and their families to reach their full potential. BUILD will support a sustainable pathway for engaging families, encouraging leadership and involvement, engaging organizations to create change, and creating a bridge between health care and community health.

The BUILD Health Challenge Coordinator is responsible for coordinating the efforts of the partnership. The coordinator will be responsible for project administration and ensuring cohesion in all aspects of the initiative. They will be the primary point of contact with BUILD administrators and technical assistance providers.  They will also collaborate with partners to create a pathway for increasing parent leadership in Lafayette and Boulder County.

**Essential Functions: (**An employee in this position may be called upon to do any or all of the following essential functions.  These examples do not include all of the functions which the employee may be expected to perform)

* Act as the Grant and Project Administrator for the Raising of America BUILD Health Challenge partnership
* Establishes and maintains relationships with partners, business community, policy makers, and families
* Oversees budget and coordinates with SCCC bookkeeper on accounts payable related to the grant
* Plan and coordinate meetings for the project. Coordinate the BUILD implementation plan among partners; coordinate and plan Quarterly BUILD Huddle, bringing all partners together.
* Work with BUILD technical assistance on evaluation design.
* Create, maintain and update all necessary records and reports required for this project
* Attend all necessary trainings required
* Work collaboratively with partner agency staff including Boulder County Public Health, Centura Health, ELPASO, Clinica Family Health, and others.
* Flexible schedule necessary for daytime, evening, and/or weekend meetings as participant needs determine
* Attend community meetings in relation to the BUILD Health Challenge and/ or Raising of America Partnership
* Builds capacity for family engagement and leadership in Lafayette; fosters coordination and collaboration between current systems
* Monitors and adapts work plans based on input from the Partnership
* Reports on progress of initiatives
* Collaborate and coordinate with ELPASO and BCPH staff to ensure community member participation in the program
* Coordinate with SCCC training staff to provide training on Strengthening Families Protective Factors to health systems partners
* Adheres to and upholds safety workplace practices; demonstrates responsible use of SCCC Information Technology equipment and adheres to SCCC IT protocols.

**Minimum Job Requirements/Competencies:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.  May perform other duties as assigned. Regular attendance is an essential function. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bachelor’s degree in Public Health or Social Services field required.
* Minimum of two years’ experience in social services or public health, coordinating community-based programs or initiatives
* Excellent interpersonal communication skills, ability to bring diverse groups and individuals together cohesively to meet tasks and goals
* Excellent facilitation skills
* Project management experience from conception to delivery
* Ability to work independently and be self-motivated.
* Excellent organization, time management skills
* Strong computer skills including Microsoft Office Suite, database; ability to analyze data and generate reports

**Desired Qualifications**

* Knowledge of Boulder County Resources
* Knowledge of public health programs, current issues and best practices
* Bilingual English/Spanish

WORK ENVIRONMENT: Office environment. Moderate Noise.

* Flexible schedule necessary for daytime, evening and/or weekend classes as participant needs determine

**Please submit cover letter and resume to Trish Devlin at trish@sistercarmen.org.**

 The selected candidate will need to authorize a background check and we participate in E-Verify.