



Position: Child & Family Health Project Coordinator	Status: Exempt
Reports to: Executive Director	Date: October 2021

About Greater Newark Health Care Coalition (GNHCC): GNHCC is one of four not-for-profit regional health hubs in New Jersey working with both clinical and social service providers to improve patient care and outcomes. The vision of GNHCC is health equity for residents of Greater Newark. The mission is to work collaboratively to improve systems, community and individual conditions for optimal health and well-being. Core functions include: (1) neutral convening with coordination and alignment of local efforts, (2) data collection, sharing and analysis, (3) the design and testing of innovative strategies and (4) engagement in health policy, planning and advocacy.

Position Summary: The Child & Family Health Project Coordinator (Coordinator) is in charge of assisting with project management of GNHCC's Promise Neighborhood Health Anchor Strategies in partnership with the South Ward Children's Alliance Promise Neighborhood Initiative and GNHCC's trauma-informed approaches to care strategies in partnership with the Believe in a Healthy Newark Initiative. The Coordinator will also provide administrative support to the Executive Director.

Responsibilities:

- Serving as the GNHCC point-person for the South Ward Promise Neighborhood pediatric asthma pilot to support program implementation, monitoring and evaluation.
- Representing GNHCC on various South Ward Promise Neighborhood's Collaborative Action Networks, likely to include the K-12, housing, and college and career teams.
- Providing administrative support for GNHCC's convening of the Newark Adverse Childhood Experiences (ACEs) Team, a cross-sector collaborative, and affiliated workgroups. Enhance the Organization's subject-matter knowledge through research and related information-gathering.
- Developing, maintaining and monitoring project plans, project budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings. Chair and facilitate meetings and prepare materials as needed and distribute minutes to all project team members.
- Documenting and following up on important actions and decisions from meetings to ensure deadlines are met.
- Creating a project management calendar for fulfilling each goal and objective.
- Providing administrative support to the Executive Director including scheduling meetings and maintaining a calendar, creating meeting materials, and taking meeting minutes and notes.
- Other responsibilities as assigned by the Executive Director.

Key Qualifications:

- Bachelor degree in related field of study.
- Two years of experience in related field.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Ability to work on tight deadlines.

To Apply:

Please send a cover letter and resume to Kristen Rugel at krugel@greaternewarkhcc.org. Please include, "Child & Family" in the subject line.