

Health District

OF NORTHERN LARIMER COUNTY

Position Description

Position Title Community Projects Coordinator

Salary Level/Grade P3

Position Overview

The Community Projects Coordinator is recognized internally as a subject matter expert within the Community Impact Team (CIT), addressing identified community health issues. The Coordinator conducts analysis and recommends solutions, working closely with team members, community partners, and leaders to organize and implement systemic health improvement efforts.

The Coordinator works independently with support and limited oversight from the Community Impact Team Manager and collaborates with other internal and external partners. The position requires effective coordination of projects, programs, or processes, showcasing self-sufficiency in time management, knowledge, utilization of best practices within the topic area, and a goal/task-oriented approach. This dynamic role involves navigating complexity, demonstrating flexibility, and employing problem-solving skills and subject matter expertise within specific community health improvement priority areas.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

May provide guidance and coach others.

Examples of Duties

- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Coordinate data collection, evaluation planning, and community assessments for projects and priority areas in collaboration with partners and the Health District's Research and Evaluation Team.
- Use data to develop effective interventions for community health issues. Design objectives and strategies for complex projects aligned with organizational and community goals.
- Prepare agendas, coordinate logistics, facilitate meetings, and provide support for project-related events and meetings in collaboration with CIT Manager and other internal/external partners.
- Develop concise progress reports, summaries, presentations, and visuals for various stakeholders.
- Foster collaborative community partnerships and organize community-based projects and initiatives with partners. Collaborate on the management of initiatives with relevant internal teams.
- Develop and deliver relevant training and presentations in collaboration with the CIT Manager and other relevant internal teams
- Participate in community committees and organize with partners to enhance community health systems.
- Provide consultation to inform internal and external partners on health system improvement processes as appropriate.
- May perform some community organizing, including engaging diverse community members.
- Performs other duties as assigned.

Qualifications

- A minimum of a bachelor's degree in social work, public health, health administration, or other relevant field, OR a combination of equivalent experience and education.
- A minimum of five years of experience, demonstrated ability, and skills in a health, public health, human services, or other relevant setting or field.

Health District of Northern Larimer County

Community Projects Coordinator

Knowledge, Skills, & Abilities

- Bilingual/bicultural preferred.
- Knowledge of topics related to community health.
- Knowledge of and experience in project management and meeting deadlines.
- Ability to implement and evaluate programs/services.
- Ability to research, analyze, and effectively report data.
- Ability to succinctly simplify complex concepts and substantial amounts of information into visual graphics, written summaries, or presentations.
- Knowledge and experience in community organizing or collective impact, including problem-solving and collaborating for long-term improvements.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to think creatively and implement innovative solutions.
- Excellent organizational and communication skills as well as the ability to handle various tasks while effectively managing time to complete tasks with end goals in mind.
- Ability to problem solve and identify, assess, and choose from multiple potential solutions.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.