



JOB DESCRIPTION COMMUNITY PROJECT MANAGER

April 2024

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Overview:

The Community Project Manager will be responsible for planning and executing community engagement efforts for Healthy Babies Zone/Best Babies Zone Project in Wilkesburg, PA, the Fetal Infant Mortality Review (FIMR) Community Action Team (CAT) and other emerging community health initiatives.

The Healthy Babies Zone Wilkesburg (HBZ) project was modeled after the [Best Babies Zone \(BBZ\)](#) framework to establish a community structure that ensures babies are born into a community that will enable them to thrive and reach their full potential. The BBZ initiative was created to address perinatal health outcomes by focusing efforts on the social and economic determinants of health and the promotion of health equity and their impact on health outcomes. The Community Project Manager primarily oversees the HBZ community stakeholder group facilitation, community program development, community partner relationship building, and represents the program by leading projects such as the **Wilkesburg Walking Path**, the **Breastfeeding Family Friendly Community Designation** and **doula expansion** into the Wilkesburg community.

The FIMR is a community based, action-oriented process aimed at improving services, systems, and resources for women, infants, and families, co-led by Healthy Start, the Allegheny County Health Department and UPMC Children's Hospital. The Community Action Team (CAT) is the community-member arm of the FIMR, which takes data-driven recommendations and turns them into community-facing projects that promote trauma-informed care, education and advocacy to support improved community health. The Community Project Manager oversees execution of the CAT community strategies and activities.

Both initiatives, as well as other emerging projects, includes identifying and supporting community partnerships, reporting, strategic planning, and project coordination.

Responsibilities include:

- Facilitating meetings, leading work groups, and managing interim communication with HS staff, community members and other core partners
- Maintaining communications and active engagement with community members through canvassing, the email list, text line, meetings, and other avenues
- Working with marketing and communications to produce collateral materials such as flyers, signage, etc. for advertisement
- Planning and executing community engagement efforts including attending and participating in community events and activities
- Coordinating support and engagement from Healthy Start Community Health Advocates and other volunteers
- Engaging HS employees, community partners, volunteers, residents, etc. as needed
- Executing community needs assessment, asset mapping
- Building relationships with community organizations and stakeholders to advance projects
- Project management and data support
- Travel throughout the service area, as needed
- Other duties as assigned

The Community Project Manager will support and manage other projects as assigned.

Qualifications of Position:

- Understanding of community structure and resources
- Demonstrated success in Project Management and/or formal Project Management training
- Knowledge of Black women’s health, reproductive justice, health equity, birth equity, and maternal and child health; lived experience is plus
- Demonstrated success managing community initiatives
- Ability to engage and maintain positive relationships with Healthy Start partners and stakeholders at all levels; professional demeanor
- Strong oral, written and technical communication skills
- Understanding of community and service delivery systems
- Ability to work with multi-cultural participants/agencies
- Ability to work with computer software applications, i.e., word processing, database and spreadsheets
- Maintain an absolute commitment to protecting the confidentiality of employee, participant, and agency information handled daily
- Reliable personal transportation with employee listed as an insured driver on the vehicle used for work

Other:

- Act 33/34 clearances are required
- Must possess a valid unrestricted Pennsylvania Driver’s License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver
- Must present proof of COVID-19 Vaccination

Supervisory Relationship:

This position works under the direction of the Director of Strategic Initiatives.

Compensation:

The pay range for this position is \$52-\$55K with full benefits. This is an exempt position.

To apply email resume and cover letter to hr@hsipgh.org.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.