



Project Coordinator

EMBRACE Center Community Component

JOB DESCRIPTION

October 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 Project Coordinator will support multiple public health-focused projects across the organization. One primary project, EMBRACE, is a [NIH-funded maternal health research Center of Excellence](#). The Project Coordinator will support this initiative by employing project coordination skills and expertise to coordinate daily and routine activities of the research project's "Community Component" to ensure that the project is progressing and meeting benchmarks. This will include collaboration to ensure training and support for Healthy Start's Community Health Advocates and their integration into the Center projects and components, coordinating other routine meetings and convenings, leading coordination of the EMBRACE annual summit in alignment with the Healthy Start symposium, and supporting the evolution of the Community Health Advocate program as an evidence-informed model for developing people with lived experience into results-oriented and justice-focused MCH change agents. The Project Coordinator must be able to work effectively as part of a team, develop a strong understanding of Healthy Start's program/service continuum, manage and nurture relationships across multiple stakeholder groups, and have a passion for maternal and child health and health equity—supporting Healthy Start's unique contributions to the field of maternal and child health, eradicating disparities faced by members of the Black community. The Project Coordinator will also maintain a portfolio of additional projects as they emerge.

Duties and Responsibilities:

- Manage routine activities and projects/tasks associated with the Community Component of the EMBRACE research initiative, including all project workplans, tasks and deadlines, partners and resources.
- Collaborate with HS colleagues to ensure proper training and support for Community Health Advocates to integrate them into EMBRACE Center projects.
- Facilitate meetings, lead work groups, and manage communication with HS staff, community members and other core partners.
- Coordinate and facilitate routine meetings with the Community Health Advocates, the EMBRACE team, and other stakeholders as needed.
- Coordinate annual research summit with a focus on connecting community to research.
- Co-develop the Community Health Advocate program as an evidence-informed model for empowering and integrating people with lived experience into research and community-based interventions, including enhancing and refining existing curriculum related to the Community Health Advocate program, and testing and evaluating current Community Health Advocate program parameters and results.
- Apply formal project coordination skills and expertise to managing timelines, resources and relationship for the EMBRACE initiatives and other projects as they emerge.
- Perform other duties, as assigned.

Qualifications:

- Experience in project coordination, public health, community engagement or human services, social work, or related field.
- Demonstrated success in Project Coordination 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.
- Ability to work with multi-cultural participants/agencies.
- Ability to work with computer software applications, i.e., word processing, database and spreadsheets.

Other Requirements:

- Act 33/34 and FBI clearances are required.
- Valid unrestricted Pennsylvania Driver's License.
- Must possess valid and current automobile insurance and be listed as an insured driver.
- Fully vaccinated for COVID-19.

Physical Demands

- The work performed is approximately partially in the office and partially in the field. Office work may require light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast paced.

Supervisory Relationship:

This position works under the direction of the Research Manager.

Compensation:

The starting salary range for this position is \$40,000-\$45,000 annually. We offer a comprehensive and competitive benefits package.

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

FLSA Status: Non-Exempt

Application Instructions: Send resume and cover letter to HR@hsipgh.org. Applications submitted without a cover letter WILL NOT be considered.