**Reports To:** BCCHC Executive Director

**Position Purpose - Generic:** To provide health promotion oriented support to BCCHC initiatives, involving significant facilitation of collaborative efforts, including coordination of committees/task forces made up of volunteer community members.

**Position Purpose - Specific:** To provide support and coordination of the BCCHC work on the City of Albuquerque’s Public Health Initiative.

**Key Responsibilities include, but are not limited to the following:**

### 1. PROGRAM DEVELOPMENT

**A. Generic responsibilities:**
- Develop and maintain health promotion initiatives in alignment with BCCHC priorities and strategic plan, as assigned.
- Oversee implementation of grants and contracts received for assigned health promotion activities in accordance with funding and reporting requirements.
- Contribute to process of regular updating of Community Health Profile and related assessment documents relevant to assigned programs/initiatives.

**B. Specific responsibilities:**
- Participate in efforts toward the maintenance and updating of the Council's Community Health Profile.
- Develop a public health awareness campaign plan for SHARPs safety, Hepatitis A, and/vaccination.
- Gather community perceptions of community health strengths and challenges.
- Participate in efforts toward a Health Equity Impact Assessment of the City’s Gun Violence Interruption Program.
- Collaborate in the development of a Health Equity in All Policies Report for the City of Albuquerque on the impact of transit services on health equity.
- Participate in the development of a health policy menu for local decision makers based on public health research.
- Participate and lead efforts toward the development of a Community Health Improvement Plan.

### 2. LOGISTICAL SUPPORT FOR PROGRAMS

**A. Generic responsibilities:**
- Develop agendas for health promotion Team meetings in conjunction with appropriate leadership.
- Monitor programmatic budgets relevant to assigned initiatives, assuring compliance with funding regulations and budgetary guidelines.
- Contribute relevant information and data for grant proposals as needed.
- Orient and support volunteer committee members or volunteer staff/interns.
- Work with office manager to oversee scheduling of meeting rooms, arranging supplies/handouts for meetings, and assuring appropriate room set-up, as well as overseeing set-up of conference calls and logistical arrangements for virtual meetings.
- Oversee communications to BCCHC and associated initiative members about meeting times, places and meeting preparation.
- Assure adequate minutes of all meetings are taken, including documentation of attendance, and dissemination as appropriate.
### B. Specific responsibilities:
- Facilitate Coordinating Committee and Strategy Groups in planning process for public summits and forums as needed for Public Health Initiative.
- With support from BCCHC office manager, manage logistics for any such gatherings.

### 3. COMMUNICATION AND COMMUNITY OUTREACH SUPPORT:
- Contribute ongoing updates, articles and other information appropriate for newsletters, website and social media to inform the public about initiative activities.
- Assure internal communication mechanisms are effectively connecting and informing all members of activities of assigned initiatives or programs.

### 4. OTHER DUTIES AS ASSIGNED

#### Preferred Knowledge and Skills
- Commitment to identifying and eliminating socioeconomic, racial/ethnic and geographic inequities that lead to disparate health outcomes in Bernalillo County.
- Commitment to and understanding of public health approaches and community health improvement through collaborative action.
- Strong understanding of the field of public health, and health promotion as described in World Health Organization documents such as the Ottawa Charter for Health Promotion.
- Commitment to reducing health inequities in partnership with others.
- Commitment to improving the systems for increasing community participation for public health decision-making, and community led projects in Albuquerque/Bernalillo County.
- Knowledge of current organizations, institutions and individuals working in the field of public health in Albuquerque/Bernalillo County.
- Proven coordination and organizational skills, including ability to track multiple details and set up systems to maintain data and information.
- Excellent written and oral communication skills.
- Strong personal interaction skills, leadership skills and commitment to working as part of a team.
- Strong computer skills with solid working knowledge of MS Word, Outlook, Excel, and PowerPoint.
- Ability to speak, read and write in Spanish preferred, but not required.
- Fluency with social media and web technology preferred, but not required.

#### Background
- Minimum: Bachelor’s degree in a relevant field with 3 years previous experience in public health or community health-related field, including behavioral health with a focus on substance use disorders.
- Preferred: Master’s degree with 3 years previous experience in public health or community health-related field, including behavioral health with a focus on substance use disorders.

#### Compensation
- $25/hour - on payroll as employee
- Vacation/sick leave/holiday time off
- Health Insurance
- **No other benefits (dental/vision RETIREMENT) at this time**