

## BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Project Director POSITION#: 50116750  
PROGRAM: Strategic Alliance for Health / CIB  
SUPERVISOR: Division Director, Chronic Disease Prevention and Control  
SALARY: \$60,000 – 70,000 annualized DOE  
HOURS: 9am–5pm M-F may require evening/weekend hours for community meetings and events

**DUTIES:** Manage all project activities of federal CDC-funded Strategic Alliance for Health (SAH) that aims to create community environments that foster active living, healthy eating, improved health outcomes and health equity through sustainable, innovative, and evidence-based chronic disease prevention and control interventions that promote policy, systems, and environmental changes. Responsible for all SAH grant-required activities during the assessment, planning, program development, implementation, and evaluation phases. Oversee development/ongoing convening of SAH community consortium and leadership council. Provide training/staff support to consortium and leadership council activities.

Encourage active participation of consortium members in project activities and decisions through regular meetings & other proactive methods of communication. Identify/recruit new partners for SAH, including subcommittees & workgroups. Develop/ maintain effective and strategic relations with key partners. Work closely with a broad range of stakeholders, including city, state agencies, schools, health care providers, employers, community organizations, residents, and other PHC programs to ensure that SAH action plan addresses priority chronic disease prevention and control focus areas, promotes health equity, meets community needs, and is built on evidence-based strategies to achieve policy, systems, and environmental change.

Coordinate with partners to ensure that SAH work plan and activities are well coordinated with existing community initiatives and integrated with other BPHC programs. Manage project planning process and action plan development, including establishing outcomes, goals, objectives, activities and timelines. Ensure that required community assessment and planning processes are conducted according to CDC funding expectations.

Work closely with partners, including Boston Public Schools, in implementation of action plan. Monitor program budget and expenditures to ensure optimal use of resources; Manage/ monitor subcontracts for compliance with scope of work, deliverables, expected outcomes and budget. Ensure appropriate training and technical assistance to contracted partners. Maintain required documentation for prog and budget accountability to SAH consortium, BPHC, and CDC. Collaborate with prog evaluator to ensure that appropriate evaluation plan is developed and implemented. Ensure compliance with all CDC requirements for program implementation, communication, training, reporting, and evaluation. Maintain regular communication with CDC project officer. Maintain current knowledge in evidence-based practices related to promoting healthy eating, active living, and other aspects of chronic disease prevention and control. Identify additional funding/resources. Develop and submit grant applications. Supervise staff as assigned, including interns. Perform other duties as required.

### MINIMUM QUALIFICATIONS:

BA/BS or equivalent degree in community health, public health or related field. Strongly prefer Master's degree in public health or related field.

Minimum 7 years progressively more responsible exper in program mgt, including budget, contract, and supervisory responsibilities in public health, community health, or related field. Demonstrated exper/ skills in community health assessment, prog planning & development, prog mgt, and prog evaluation. Strongly prefer exper managing initiatives that address policy & systems change. Extensive exper managing grant-funded prog, with preference for federal health grants. Familiarity with models of health outcomes based on social determinants of health, and role of policy, environmental, & systems changes in health behavior change. Knowledge of chronic disease prevention & control content areas related to role of nutrition and physical activity.

Commitment to role of public health in promoting social justice and health equity. Exper and excellent skills in working effectively with diverse community populations, in group facilitation and working with broad-based coalitions.

Excellent organizational skills, including ability to prioritize and multi-task. Ability to work effectively in a team approach to prog mgt. Familiar w/ Boston neighborhoods and health and social service system.

Exc. verbal communication skills with exper facilitating large meetings and public speaking. Exc. writing skills with extensive experience writing reports, grants, issue papers, and related documents. Exc. analytic skills, including ability to understand /interpret quantitative and qualitative data. Intermediate or higher skill in MS Word, Excel, Powerpoint, and Internet Explorer. Spanish language capability preferred. Valid Mass driver's license and daily access to a car for travel to local meetings. A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

**Boston Residency Required, or willingness to relocate.**

**PHC REQ#: 2940**