

Project Coordinator- Equity Initiatives

Job Title: Program Coordinator

Starting Salary: \$3500

Hours Per Week: No less than 40 hours per week. Full time non-exempt position. Full time non-exempt position

Reports to: Dr. Patricia A. Alford and Krystal Grimes,

Send resume or letter of interest to - veronika@bastropcares.org

Job Requirements and Qualifications:

BCC is seeking a dynamic individual to work closely with two Program Directors (Resilient Bastrop County Initiative and BCACH (Bastrop County Cares Accountable Communities for Health) in creating comprehensive action plans concerning support services, resources, and timeframes for each project. Additionally to perform various coordinating duties such as scheduling and risk management.

The individual must have good interpersonal skills and be able to work from a deep understanding of the social determinants of health, and eliminate barriers to equity for community residents. Program information about each initiative is provided below. The ideal candidate is professional, approachable, energetic and supports teamwork; possess excellent interpersonal and communication skills with the ability to learn along the way. The candidate must be able to demonstrate effective organizational and time management skill sets as well and work independently with minimum supervision and with a team.

Candidates should have two years of professional experience preferably in administration and/or non profit environments. This position is a full-time position to be located in Bastrop County. Present office location is in Bastrop, Texas. Office Hours are Monday-Friday during business hours, with flexible work-from-home options.

Job Purpose:

Bastrop County Cares (BCC), is a non-profit intermediary organization whose mission is to bring people together in Bastrop County to collaborate around large community challenges that no one organization can solve on its own to improve the conditions where our neighbors live, work, play, pray and learn. Appointment Period : This is a full-time position, eligible for benefits and typically works daytime hours, but may be required to work evenings, weekends, and or holidays.

Essential Functions:

40% Support for the Resilience Initiative

- Project assistance with development of communication materials, agendas, meeting notes, project scheduling, and email communication

- Attend community meetings, conferences and assigned training opportunities as a representative of RBCI
- Assist in the development and implementation of community engagement and listening opportunities
- Document management; project file set up, maintenance and archiving
- Organize meetings and make travel arrangements as needed, meeting notes and transmittals.
- Participate in RBCI meetings and provide feedback on program plans and outcomes
- Engage in community activities to build rapport with community residents

40% Support for the Accountable Communities for Health Initiative (BCACH)

- Support BCACH Program Director in organizing place-based projects that focus largely on social determinants of health and resulting policy, systems and environmental change actions.
- Support Program Director in coordinating work activities that have multiple intervention and measurement strategies and priorities.
- Support BCACH Director in accomplishing and evaluating projects to develop solutions.
- Participate in BCACH community and staff meetings.
- Coordinate and schedule BCACH meetings with community, local Independent School Districts, colleges, universities, public and community health or other equivalent allied health professions in underserved/underrepresented areas.
- Manage program related paperwork by ensuring all necessary materials are current, properly reported or filed and stored.
- Organize, schedule, participate, and note taking in BCACH meetings (Using multiple communication platforms)
- Facilitate, participate and or plan community outreach activities w/CHWs, community and or partners.

20% Community Outreach

- Build relationships with community, co-workers & team members in order to provide a high level of customer service and continually improve team member satisfaction
- Produce meeting and event marketing materials with director's support
- Submit purchase orders and manage office supplies, specialty supplies and kitchen supplies
- Meeting invites, set up zoom, thank yous, engagement activities, reminders and other logistics
- Participate in BCC Staff huddles/Retreats.
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to give meticulous attention to detail and quality
- Consistent communication skills and ability to get tasks completed in a timely, efficient manner
- Flexibility and problem solving skills

- Minimum 2 years of experience
- Must have a ‘can-do’ attitude and willingness to take on a variety of tasks
- Strong organization, time management, and prioritization skills
- Presents a strong professional and business acumen
- Embrace working with multiple cultures, social economic groups and diverse populations.
- Knowledge of technology and specific programs

BCACH- Bastrop Accountable Communities for Health Initiative Background and Goal:

(BCACH)“Bastrop County Accountable Communities for Health” refers to multi-sector partnerships anchored in a specific community/county that work to execute a shared vision for addressing county-wide social determinants of health by addressing issues through a framework of shared responsibility and accountability.

Mission

Bastrop County Cares brings people together to collaborate around large community challenges that no one organization can solve on its own to improve the conditions where our neighbors live, work, pray and play.

Values-Bastrop County Cares achieves its mission through a variety of community partnerships and coalitions that bring together individuals and public, private, faith-based, and nonprofit organizations and institutions committed to creating the best Bastrop County. Our work must embody our core values of equity, inclusion, respect, trust, courage, and kindness. Every voice is important, Every voice needs to be heard, Every voice needs to be listened to and Everyone engages with respect.

OUR TOP 5 PRIORITY AREAS: (Strategic Levers)

1. Address Social Determinants of Health
2. Community Collaboration
3. Access to Career Training
4. Social Connectivity
5. Access to community supports & resources Information

Resilient Bastrop County Initiative:

(RBCI) is a collective of community stakeholders, engaged in assessing, planning and implementing strategies to become a more equitable and healthy community that supports resilience, thriving, mental health and wellbeing. RBCI is a multi-year initiative funded by the

Hogg Foundation for Mental Health, working to achieve community resilience through prioritization of the areas below.

MISSION: The Resilient Bastrop County Initiative builds bridges of connection to resources and support while standing together to promote health, well-being and systems change in our community for all generations to thrive.

VISION: We envision a Bastrop County where all residents thrive as a result of engagement and equitable access to resources and support.

OUR TOP 5 PRIORITY AREAS: (Strategic Levers)

1. Social Connectivity
2. Access & Collaboration
3. Information Dissemination
4. Policies & Practices
5. Mental Health Stigma

Applicant Materials/Inquiries and Closing Dates

Interested applicants must submit a cover letter detailing their interest and why they are a good candidate for this position. A current resume with a list of 3 professional references is required. Interested applicants can contact Veronika@bastropcares or via phone at 512-4126111 with questions. All applicant materials must be received by close of business day- January 10, 2023 and should be forwarded to Veronika Greenwald. BCC Program Director staff will interview and select the BCC Project Coordinator.

Ethical Behaviors and Guiding Principles of Bastrop County Cares:

- We show a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- We always demonstrate ethical behavior and business practices, and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- We establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- We speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- We look for opportunities to improve the operations of the organization.
- We work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- We seek to positively influence others to achieve results that are in the best interest of the organization.
- We assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- We determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- We assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- We think strategically by assessing options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- We seek first to understand before asking to be understood.