Job Description: Health Impact Assessment Coordinator

Summary
The Health Impact Assessment Project Coordinator will be hired through the San Francisco Public Health Foundation to support the San Francisco Department of Public Health in coordinating a three-year Federal grant supported project to implement Health Impact Assessments (HIA) on local and regional land use and transportation plans, policies, and projects; conduct HIA trainings; and disseminate HIA tools and methods.

Position Background and Description
The San Francisco Department of Public Health (SFDPH) is a national leader in HIA practice, methods development, training, and scholarship and has conducted 20 HIA applications in diverse policy sectors including land use, housing, transportation, and labor. Information about SFDPH’s current and past activities are available at: www.sfphes.org and www.hiacollaborative.org. In 2011, the Centers for Disease Control and Prevention’s Healthy Community Design Initiative awarded SFDPH funding to support HIA applications, training and dissemination. The HIA Coordinator will serve as the primary support staff person for this grant which is anticipated to continue for three years. Specific duties include:

- Manage grant reporting and financial tracking responsibilities
- Coordinate SFDPH’s annual HIA Practitioner Training
- Support HIA applications through qualitative or quantitative research, stakeholder engagement, and/or communications activities.
- Develop methodological guidance & training materials for existing HIA analytic tools
- Develop and maintain content regarding HIA activities for websites
- Coordinate quarterly peer review sessions of HIA analytic methods
- Participate in grant required HIA meetings and conferences
- Develop quarterly and annual grant monitoring reports

Minimum qualifications:
- Completion of a master’s degree program at an accredited college or university in any of the following fields: public health, city, regional or urban planning, public policy, environmental management, or a related field.
- One year of work experience in the field of public health.

Desired qualifications:
- Experience conducting Health, Social, or Environmental Impact Assessments.
- Experience with longer-term project coordination/management with multiple collaborators.
- Experience in public policy, including policy research and communication.
- Experience in epidemiology, statistical analysis, geographic information systems, or related quantitative methods.
- Experience in evaluation and/or qualitative methods.
- Ability to manage multiple tasks and competing deadlines.
- Ability to work independently.
- Ability to create and maintain effective relationships with coworkers, research organizations, community groups, etc.
- Ability to communicate well verbally and in writing including proposals and technical reports.

Pay: Annual salary of $76,960 with benefits.
Start Date: March 12th, 2012 or as soon as filled
Location: SFDPH, Environmental Health, 1390 Market St, San Francisco
To apply, please email cover letter and resume to: HIA Project Team, sfphf.phes@gmail.com
Application Closing Date: Open until position is filled