JOB ANNOUNCEMENT:

Healthy Living Program Manager

- This is a full-time salaried position (1 FTE), with benefits package.
- The starting annual salary is in the $40,000's, depending on background, skills and experience.
- Passion and practical experience in promoting healthy living and community transformation is essential.

The Monument Community Partnership (MCP) is a community-based organization in Concord, CA that works with the community to build a strong and healthy quality of life. We focus on community change by working alongside residents and promoting their capacity for leadership and achieving self-defined goals. MCP also engages business owners, schools, social service agencies and local government entities to affect structures, processes, policies and systems.

MCP is in the process of merging with the Michael Chavez Center for Economic Opportunity, also based in Concord’s Monument Community. We believe that together – and by working closely with others – we can empower people to build a strong and vibrant quality of life that is healthy and safe, economically sustainable, civically engaged, culturally connected and committed to lifelong learning that helps them reach their full potential.

Job Summary: The Healthy Living Program Manager will serve as the point person for the Monument Community Healthy Eating Active Living (HEAL) Zone collaborative sponsored by Kaiser Permanente and consisting of a number of organizations working together to promote healthy eating and active living through joint projects and environmental change. The specific goals of the HEAL Zone are to decrease calorie consumption, increase fruit and vegetable intake, and increase physical activity in both community and institutional settings.

Responsibilities:

1. Coordination of HEAL initiative activities
   a. Serve as Heal Zone collaborative coordinator, as primary point of contact for the collaborative and Kaiser Permanente.
   b. Coordinate the implementation of projects in the community.
   c. Ensure effective communication among all partners and collaborators.

2. Collaborative leadership
   a. Provide leadership on the Executive Team with Healthy and Active Before Five and Kaiser Permanente.
   b. Manage the revision and evolution of the HEAL Zone Community Action Plan (CAP) and the HEAL Zone budget.
   c. Participate in and provide staff support to the project Steering Committee and Advisory Council.

3. Project Implementation*
   a. Participate in and oversee implementation of work designated for MCP in the Community Action Plan.
b. Engage with community residents and leaders with staff in support of initiatives.
c. Supervise MCP staff and Neighborhood Action Team leaders working on the project.

4. Evaluation Liaison*
   a. Serve as evaluation liaison and point of contact for Kaiser’s evaluation team.
   b. Support each agency and subcontractor in development and coordination of evaluation measures for the Community Action Plan.
   c. Function as point person between the community and the evaluation team, helping residents communicate effectively with evaluators and ensuring evaluators have access to individuals.

5. Advocacy*
   a. Help educate and inform policy makers, funders and the local community on the work of the collaborative.
   c. Help cultivate funder relations and ongoing grant possibilities.
   d. Ensure effective communication to the public.

6. Grant Administration*
   a. Help manage the Kaiser Permanente 3 year grant (July 2011-June 2014).
   b. Overseer implementation of MOUs with partner agencies, and monitor progress toward collaborative goals.
   c. Prepare timely reports and evaluations for the project administrative teams, project funders and MCP.
   d. Help manage, track and report on the project’s budget.

* Some responsibilities will be shared with MCP’s Community Engagement manager, in line with interests, time and ability.

Qualifications:

1. Excellent communication skills, written and verbal, in both Spanish and English.
2. Demonstrated experience with program management and leadership, ability to work independently and problem solve.
3. Experience with public health and/or policy development.
4. Ability to build consensus and strong working relationships with constituents of diverse backgrounds and interests.
5. Proven success working in a multi-cultural environment.
6. Experience working with disadvantaged populations.
7. Be trustworthy, confident and able to set clear boundaries.
8. Ability to write reports and track data, with high computer proficiency.
9. High school diploma or GED minimum, Bachelor’s degree preferred.

To apply, e-mail your resume and a cover letter describing how your qualifications meet our requirements to mcpjobs@monumentcommunity.org. You may also direct any questions you have to this email address. We need to fill this position as soon as possible; please respond quickly!