

Generate Health

Title: Coordinator of Strategic Initiatives

Full time, non-exempt

Generate Health mobilizes and inspires the St. Louis region to advance racial equity in pregnancy outcomes, family well-being, and community health. Generate Health is seeking a **full-time Coordinator of Strategic Initiatives**.

Purpose: Reporting to the Director, Planning & Partnership, the Coordinator of Strategic Initiatives is responsible for coordinating and supporting collaborative efforts that help advance racial equity.

Responsibilities:

Bring stakeholders together

- Ensure active participation through strong communication and engagement strategies with community members, providers, and systems leaders
- Support consumers to fully participate in initiatives in meaningful ways
- Facilitate and promote initiatives to priority audiences – community members, systems leaders, policy makers, and funders
- Coordinate meeting logistics for initiatives that is sensitive to power dynamics
- Represent Generate Health on committees and other community initiatives as assigned

Coordinate collaborative action

- Develop work plans using a racial equity lens for initiatives that align with overall agency goals
- Provide ongoing implementation of approved work plans that are informed by community voice
- Coordinate evaluation with initiatives and organizational goals that advance racial equity
- Supervise students and volunteers as needed to accomplish initiative and organizational goals
- Increase visibility and build community support for initiatives

Increase Collective Knowledge

- Report progress monthly to the initiative participants
- Synthesize data from consumers and research/best practices to support planning and decision making
- Regularly convene/facilitate stakeholder meetings to promote increased knowledge and action for initiatives
- Coordinate student and volunteer training (assessing learning needs, developing learning objectives)
- Co-chair recruitment, ongoing support for and communication with co-chairs, including development of meeting agendas

Qualifications

- Bachelor's degree in public health, social work, community health nursing or related field preferred
- Proven record of accomplishment over a minimum of 2 years in program coordination and working with community groups
- Ability to engage community and community-based organizations
- Experience in maternal and child health is preferred
- Strong presentation and facilitation skills
- Excellent computer skills, including internet research, databases, word processing, spreadsheets, database management software, email, and web and video conferencing such as Skype and WebEx.

Competencies Required

- *Strategic orientation* – keeps big picture in mind when creating solutions, focus on needs and priorities of community as a whole, future oriented
- *Interpersonal savvy* – relates well to all kinds of people, builds effective relationships; uses diplomacy and tact, can diffuse high tension situations, steps up to conflict, find common ground and get cooperation, listens before judging, demonstrates respect for opinion of others, keeps people informed and up to date; communicates effectively verbally and in writing in a variety of settings; manages group process

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- *Partnership builder* - Identifies opportunities and takes action to build strategic relationships internally and externally, Identifies partnership needs, exchanges information with potential partners, collaboratively determines mutual goals, facilitates partnership agreements, nurtures partnership
- *Collaborative leadership* – Promotes and generates cooperation among one’s peers to achieve a collective outcome, fosters the development of a common vision and fully participates in creating a unified team that gets things done
- *Innovation* – challenges the status quo, creates or seizes opportunities to improve effectiveness and outcomes, applies creative problem solving; takes smart risks and learns from mistakes
- *Politically astute* - tactful and attentive to the perspectives and competing interests of various internal and external stakeholders
- *Planning, organizing and measuring* – sets goals and measures, tracks progress, able to handle multiple activities at one time, uses resources effectively, can marshal resources to get things done, follows up to ensure results, provides sense of priorities, knows how to organize people and activities; knows what to measure and how to measure it
- *Continual and active learner* – grasps new information, seeks new sources of information to expand knowledge, skills and abilities, integrates knowledge into work, seeks improvement, makes complex understandable
- *Diversity* – supports and promotes environment that holds opportunities for all. Actively seeks opinions and ideas from people of varied background, experience, values, and enthusiastically works with all employees, partners and clients.

Type of work environment associated with the job-indoor, office setting. Travel by car through region to attend meetings in community settings. Occasional long-distance travel to attend conferences. Work weekdays with flexible evening and weekend hours, ability to lift and carry boxes, office supplies and other materials needed for community meetings, workshops, conferences, and events.

To apply, send cover letter and resume to info@generatehealthstl.org. Please no phone calls.