

## **2024 Project Coordinator- Equity Initiatives**

**Job Title: BCACH Project Coordinator**

**Starting Salary:** \$42,000 annually

**Hours Per Week:** Full Time, 40 hours.

**Reports to: Director of BCACH -Noemi Guerra**

**Interested Candidates send cover letter and resume to:** [noemi@bastropcares.org](mailto:noemi@bastropcares.org)

### **Job Requirements and Qualifications:**

BCC is seeking a dynamic individual to work closely with BCACH Director (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:**

**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.
- Engage in community activities to build rapport with community residents
- Engage in FQHCs and workforce organizations to build rapport with potential partners

### **Support Administrative**

- 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 BCACH
- 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 BCACH meetings and provide feedback on program plans and outcomes

### **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