

Position Description

Title: Project Coordinator - Complete Streets

Employee Name: TBD

Supervisor: Lisa Grost, Project Lead

Purpose: This position works with the Michigan Department of Community Health to implement a U.S. Department of Health and Human Services ARRA Complete Streets grant, *Communities Putting Prevention to Work*. This position will provide lead consultation, contract and grant management, evaluation, technical assistance to local communities, and facilitate partnerships for the implementation of Michigan Complete streets policies at the local and state level. This person will be responsible for day-to-day management of the grant, including working closely with the Healthy Kids, Healthy Michigan Complete Streets team, state partners, funded communities and department staff to implement complete streets policies.

Duties and Responsibilities:

- Responsible for day-to-day management of the grant requirements, including:
 - Work closely with funded local health departments and their community partners on implementing complete streets policies and related initiatives;
 - Provide grant and contract management for local and state level funded grants;
 - Complete ARRA grant reports and requirements;
 - Attend ARRA grant meetings and trainings;
 - Assist with coordinating and conducting complete streets trainings throughout Michigan;
 - Collect and oversee evaluation components and assist with evaluation reports;
 - Assist with passing state level complete streets policies;
 - Facilitate and collaborate with professional organizations to support local and state level complete streets policies;
 - Develop project tools and resources as needed;
- Provide leadership and technical assistance to the Healthy Kids, Healthy Michigan Complete Streets Action Team to implement complete streets policies.
- Contribute to Cardiovascular Health Section and project written reports.
- Respond to requests for information from participating agencies, partners, communities and schools, general public, and other staff.
- Maintain a current level of professional education and liaison with appropriate professional organizations.
- Maintain a positive, strong, credible, professional and interpersonal relationship with all parties relevant to the project, and represent the best interests of MDCH/MPHI and the project at all times.
- Complete other tasks as assigned.

Qualifications/Requirements:

- ❖ **Education:** Bachelors Degree in public health, community development, planning, communications or related field. **Preferred:** Masters Degree in public health, planning, communications or related field.
- ❖ **Experience:** Minimum 3 years work experience, preferably in a public health, community development or planning. Experience working on program management, communication, policies, community coalitions, local government and/or partnership development. Experience working with state and local level partners, experience working local health coalitions, knowledge of principles and practices of complete streets, providing quality trainings, and report writing. It is preferred that they have knowledge and experience of working with local government and transportation policies.
- ❖ **Important Skills and Characteristics:** The qualifications of this position include knowledge of the principles and practices of complete streets, pedestrain and bicycle safety facilities, physical activity public health; physical activity public health recommendations for children and communities to address obesity; the ability to instruct other professionals both orally and in writing; knowledge of health coalitions and local government operations related to transportation policies; and coalition development. Demonstrated communication and writing skills; demonstrated ability to work in a team environment; experience assisting groups or individuals to work in a collaborative manner; demonstrated leadership and organizational skills; ability to work independently; prepare reports and correspondence.
- ❖ **Work Environment and Physical Requirements:** Typical office environment. May require moderate physical effort for transporting display or educational material. Requires a valid vehicle operator’s license to attend off-site meetings, conferences and trainings. Limited in-state and out-of-state travel required. This position is located in downtown Lansing.

Responsibility for the work of others:

No assigned responsibility.

Impact on projects, services and operations:

This is position is with the Michigan Departments of Community Health to assist with the U.S. Department of Health and Human Services ARRA Complete Streets grant, *Communities Putting Prevention to Work*.

Required Communication:

Contact Person/Group	Frequency	Purpose
CVHNPA Section Manager	Periodically	Supervision
Project Lead	Daily	Supervision
Other Project staff	Daily	Collaboration
Local representatives and professionals	Daily	Technical assistance

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair labor Standards Act”

Employee Signature

Date

Supervisor Signature

Date