



a project facilitated by:
COMMUNITY HEALTH
IMPROVEMENT PARTNERS
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TITLE: Senior Project Manager- San Diego County Childhood Obesity Initiative (Initiative)

SUPERVISES: Administrative Assistant

REPORTS TO: Initiative Director

FTE: 1.0

BACKGROUND

Facilitated by Community Health Improvement Partners (CHIP), the San Diego County Childhood Obesity Initiative (Initiative) is a public / private partnership whose mission is to prevent and reduce childhood obesity in San Diego County by creating healthy environments for all children and families through advocacy, education, policy development, and environmental change. The Initiative achieves this mission by creating, supporting, and mobilizing partnerships in the seven domains of the community with the greatest potential impact on childhood obesity—government, healthcare, schools, early childhood, community, media, and business. These partners work in coordination with the Initiative to implement strategies mapped out in the *Call to Action: San Diego County Childhood Obesity Action Plan*. The Initiative is funded by public and private partners, and facilitated by CHIP, a countywide collaboration of healthcare stakeholders dedicated to a common vision of improved health outcomes for county residents.

GENERAL SUMMARY

The Senior Project Manager will manage all aspects of the KP HEAL Zone Initiative project located in Lemon Grove including project planning; development of a robust public/private partnership; project implementation; public and community relations; coordination of evaluation activities; capacity building; and contract management. As a member of the CHIP team, the Senior Project Manager will participate in the development and implementation of tactical plans and actively support the core values, vision and mission of Community Health Improvement Partners.

MAJOR DUTIES AND TASKS

Manage all aspects of the KP HEAL Zone Initiative including the following:

Create, support and mobilize partnerships among multiple domains in Lemon Grove using the CHIP collaborative model.

Engage individuals, organizations and community residents representing multiple domains to serve on the project steering committee.

- Coordinate and facilitate steering committee meetings.
- With input from the steering committee, develop governance structure and define roles and responsibilities of all project partners.
- With input from the steering committee, coordinate and facilitate nine-month planning phase resulting in approved project timeline, plan, and budget.

Guide and direct the project to assure successful implementation of project strategies.

- Serve as a neutral convener and informed facilitator to engage and catalyze community partners in project implementation.
- Work with Initiative domain partners to leverage best and/or promising practices.

Serve as the primary spokesperson for the project to clearly communicate project goals and activities.

- Act as a representative of CHIP and the Initiative in all activities.
- Participate in community relations activities including involvement in neighborhood coalitions, committees, working groups, boards and/or other activities as appropriate.
- Conduct media relations activities by engaging neighborhood, regional, statewide and/or national media partners to effectively communicate project accomplishments and activities.
- Conduct presentations to community-based and other organizations as necessary.

Coordinate evaluation activities in collaboration with Kaiser Permanente evaluation consultants and part-time COI evaluation liaison.

Leverage funding and promote project sustainability and capacity building.

- Identify potential additional funding sources and work with Initiative and/or project partners to apply for funding, as appropriate.
- Work with project partners throughout Lemon Grove to institutionalize policy and environmental changes that support healthy eating and active living.
- Broadly share project accomplishments and lessons learned with Initiative leadership and domain partners in coordination with countywide obesity prevention efforts.

Provide effective contract management.

- Prepare and submit reports to funder(s) in adherence with reporting requirements.
- Monitor expenses and income to assure compliance with project budget.
- Develop and monitor compliance with subcontracts, as necessary.

Manage administrative assistant and project consultants, as necessary.

Participate as a member of the CHIP/Childhood Obesity Initiative team.

- Attend CHIP and Initiative staff meetings, special events, employee appreciation activities, etc.
- Attend Initiative monthly Leadership Council meetings, annual strategic planning retreats, biannual domain council meetings and other events, as required.

EXPERIENCE AND SKILLS

- Bachelor's degree in public health, nutrition, urban planning or related field. Master's degree preferred.
- Experience working with a wide variety of partners, sectors and organizations in the city of Lemon Grove.
- Experience in systems-based approaches to public health or chronic disease prevention.
- Knowledge of policies related to food access and built environment that inhibit or provide greater opportunities for healthy eating/active living.
- Experience in coalition building and facilitating consensus among diverse stakeholder groups.
- Experience in managing projects, particularly in an environment with rapidly changing priorities.
- Experience in identifying and obtaining grants and funding.
- Self-directed, motivated, creative and organized.
- Proven leadership, interpersonal skills, and oral / written skills.
- Ability to work effectively in a team environment.

PHYSICAL AND MENTAL REQUIREMENTS

- With or without reasonable accommodations, must have the ability to: sit, stand, walk, bend, stoop, push, pull, lift up to 25 pounds, type, write (in English), read English, speak English, see, hear, drive, conduct basic mathematical calculations, problem solve, reason, compose, and make decisions.

SALARY RANGE

- \$55,000 - \$65,000 annually, plus full benefit package.

Community Health Improvement Partners is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.