



## POSITION DESCRIPTION

**TITLE:** **Manager, Child Health & Wellness Initiatives**

**REPORTS TO:** Deputy Executive Director

**FTE:** Full Time

### **ABOUT SIPCW**

The mission of the Staten Island Partnership for Community Wellness (SIPCW) is to promote wellness and improve the health of the Staten Island community through collaboration and a multidisciplinary approach. It has a strong record, built over 20 years, of developing and leading partnerships with key stakeholders to identify emerging health needs and collaborate on strategies aimed at addressing chronic public health issues. Improving community health is a collaborative effort, and SIPCW leverages trusted relationships to build coalitions to address SI public health issues.

SIPCW has extensive expertise in convening diverse community stakeholders, utilizing data to drive decisions, and identifying evidence-based strategies to collectively approach complex health issues for the most at-risk communities on SI. SIPCW has established itself as a trusted leader of collaborative processes that result in thoughtful, effective plans which, when implemented, produce positive outcomes.

### **GENERAL SUMMARY**

The Staten Island Partnership for Community Wellness (SIPCW) seeks a Manager of Maternal and Child Wellness Initiatives to provide oversight to SIPCW projects to support improvements in maternal and child health, chronic disease prevention. This position will be the project lead for Project LAUNCH and the SI Child Wellness Initiative (CWI). SIPCW is a contracted partner for the Richmond University Medical Center's (RUMC) Project LAUNCH (Linking Actions in Unmet Needs in Children's Health) project. SIPCW's role is to provide public health expertise in systems thinking and alignment, to convene a community advisory group, and to broadly engage community residents in evaluation processes, events, and educational opportunities, among other tasks. CWI is a public/private partnership established to reduce childhood obesity, asthma, and the burden of chronic disease in Staten Island through policy, systems, and environmental change. Key responsibilities include coalition meeting support, grants management, community engagement, communications, and evaluation. Project LAUNCH and CWI are currently funded initiatives. This position will be responsible for maternal and child health projects as assigned.

### **SCOPE OF WORK**

#### **Project management**

- Serve as point person for projects as assigned
- Ensure initiative deliverables are met and grant reporting is complete, accurate, and submitted on time
- Serve as liaison for project officers and funders as assigned
- Represent and participate in emerging maternal and child health initiatives

#### **Project LAUNCH**

- Convene community advisory group at regular intervals
- Provide resources and support to RUMC Community Health Workers (CHWs) at bi-weekly meetings
- Coordinate community events including health fairs and produce distributions
- Support the SI Alliance in hosting quarterly Young Child Wellness Council (YWCW) meetings
- Participate in the development of, and recruitment for, parent empowerment workshops
- Coordinate SIPCW social media and communications related to LAUNCH

#### **Supporting Child Wellness Initiative (CWI) coalition:**

- Coordinate regular coalition meetings and support partners in advancing relevant strategies between meetings
- Build and maintain relationships with existing coalition members as well engaging new members into the work
- Ensure CWI strategies and activities are aligned with coalition mission, vision, and goals



- Bring a public health lens to the work of coalition building and strategy implementation

#### **Fund development:**

- Identify potential funding sources to support maternal and child health through a public health lens
  - Catalogue potential funding opportunities and regularly connect with supervisor to determine eligibility and intent to apply
  - Collaborate with SIPCW team members to develop proposals as needed
- Identify potential funding sources to support CWI's goals and priorities:
  - Collaborate with SIPCW team members to develop proposals as needed
  - Work with implementing agencies to provide information to support their grant applications
  - Provide support and guidance to partner organizations in aligning resources to CWI agenda

#### **Working with community partners:**

- Represent SIPCW at regularly scheduled and ad hoc external meetings as assigned (i.e. Hunger Taskforce, SICP, etc)
- Build and maintain relationships with community partners including grassroots and faith based organizations

#### **Communications:**

- Create social media campaigns that align with maternal and child wellness projects and relevant topic areas
- Update website content as needed
- Facilitate communication among partners and between projects and the broader community

#### **Data & evaluation:**

- Work closely with evaluation team to develop evaluation plans and monitor progress

#### **EDUCATION, EXPERIENCE AND SKILLS**

- Master's Degree in Public Health, Public Administration, Public Policy, or Community Health
- 3 plus years of experience in public health, nonprofit, or related field
- Excellent writing and verbal communication skills, with the ability to articulate ideas and build partnerships
- Strong leadership and team building skills; able to work with a variety of system leaders to build consensus around strategy and tactics to achieve mutually beneficial goals
- Knowledge of systems thinking competencies
- Knowledge of health promotion, particularly in regard to policy and environmental change, with demonstrated experience in applying these principles to the development and implementation of programs and activities
- Knowledge of collective impact principles and best practices
- Demonstrated management and supervisory skills that will ensure effective execution of goals and objectives
- Ability to make collaborative decisions aligned with organizational mission and vision

**SALARY RANGE: \$65,000 - \$72,000**

#### **TO APPLY:**

Please email cover letter and resume to [jazmin@sipcw.org](mailto:jazmin@sipcw.org) with Manager of Maternal and Child Wellness Initiatives in the subject line.

*The Staten Island Partnership is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.*