



# City of Revere

## JOB POSTING

**Job Title:** Healthy Living Program Coordinator

**Department:** Public Health

**Location:** Revere City Hall, 281 Broadway, Revere, MA 02151

**Hours:** Up to 39 hours weekly, may include nights and weekends

**Annual Compensation:** \$28.61 - \$33.29 per hour. This is a non-union, grant funded position.

### THE CITY OF REVERE

The [City of Revere](#) is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that government is more responsive to their needs and concerns, an entity that they can trust and that is accountable.

### Description:

The [Revere Public Health Department's](#) mission is to promote and protect the health, safety, and wellbeing of the city's residents, workers, and visitors. To accomplish this, we work to promote health equity so that all those in our community have opportunities to lead healthier lives, raise healthier families, and build healthier communities. We succeed by leveraging local, regional, and state partnerships, utilizing evidence-based practices, and actively listening to the community we serve.

The Healthy Living Program Coordinator is responsible for strategizing, implementing, and maintaining community-based programs and activities that foster active living and healthy eating. They will also be tasked with investigating and applying for grant-funding opportunities that can help advance the work through evidence-based practices.

This position will be based at City Hall in Revere and may require working at a variety of locations within the community including, but not limited to the Revere Senior Center and 200 Winthrop Avenue. They will report to the Chief of Health and Human Services or designee.

## Essential Duties:

- Lead Farmer's Market transition to Mobile Market Model
  - Lead transition from stationary Farmer's Market to Mobile Market model using evidence-based practices and community engagement.
  - Ensure food justice and equitable access are guiding principles of future work
  - Process payments/invoices and appropriately file paperwork to ensure organized delivery of services.
  - Maintain and grow relationships with local farmers for participation.
    - Ensure produce is sourced from local farms and is meeting the need of the community.
    - Ensure the availability of culturally and seasonally appropriate goods.
    - Ensure appropriate systems are set up for the processing of fees and charges to ensure that local farms are appropriately compensated.
  - Manage all current accounts related to Farmer's Market or Mobile Market including grants and revolving accounts.
  - Attend and engage in Veggie Van educational program through University of Buffalo and ensure deliverables are being met.
  - Manage SNAP/HIP terminal for mobile market vendors.
    - Attend trainings from DTA to be educated on the most recent updates and operations of HIP terminal.
    - Ensure education occurs for residents to utilize SNAP/HIP program.
- Maintain community outreach and educational initiatives including weekly Revere on the Move newsletter and social media accounts. Expand communication platforms to ensure programming and educational opportunities are widely known. Coordinate and collaborate with City's communication team, Public Health Department, community-based partners including Mass in Motion and Cambridge Health Alliance to ensure health education and outreach for relevant programming is occurring in a timely and culturally appropriate manner.
- Participate and help lead bi-weekly Revere Community Response Network calls.
- Assist in the Community Gardens/Raised Bed Garden program. Coordinate with Mass in Motion and Revere CARES to continue and expand community gardens/raised bed gardening program
- Assist with maintaining relevant grants related to health and wellness including the Creative Catalyst Grant, Mass in Motion grant, and CHA Community Health Worker grant.
- Research additional grant funding for active living and healthy eating programming. Apply for appropriate grants and manage any additional grants to ensure deliverables are met.
- Expand culturally appropriate active living programming throughout the city in collaboration with Mass in Motion, CHA, and other community-based organizations with a focus on BIPOC communities and vulnerable populations. Ensure communication and

education about active living occurs regularly through webinars, in-person trainings and educational materials.

- Perform other related duties as required.

#### **Qualifications:**

- Revere residency preferred.
- Bachelor's degree in related field preferred.
- Experience with SNAP/HIP program preferred.
- Exceptional leadership, communication, time management, facilitation, and organizational skills
- Experience in coalition building and/or community organizing.
- Experience working with non-profits and community-based organizations.
- Means of transportation to visit all parts of Revere including regional cities and towns.
- Driver's License required, willingness to drive transit van.
- Willingness to work a flexible schedule, including evenings and weekends

#### **Knowledge, Skills and Abilities:**

##### Knowledge:

- Familiarity of Revere neighborhoods, including understanding of diverse cultures and languages spoken in the city.
- Knowledge of MS Office products including One Drive and Canva.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, copier, scanner.

##### Skills:

- Strong time-management skills. Effective communication skill including written and public speaking.
- Strong problem solving and interpersonal skills.
- Experience in safety, cultural sensitivity, and community outreach.
- Strong ability to delegate appropriately.
- Ability to provide feedback in an empathetic and effective manner.

##### Abilities:

- Ability to be flexible and adjust to fast-paced environment.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to lift and carry between 10 and 30 pounds.
- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed in a team environment.

**Physical Environment:**

Work is performed equally in an office environment and in off-site locations to be determined. The work involves sitting, standing, walking, and stooping. The employee should be prepared to lift objects including office supplies and produce/food boxes up to 30 pounds. The employee is expected to follow OSHA safety guidelines related to safe lifting. The employee is expected to obtain the necessary training required to operate any equipment that maybe used in this position.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply via the City's [Online Application Portal](#). Everyone is encouraged to apply. Please let us know if we need to make any reasonable adjustments and accommodations to facilitate the application process.

[Apply Online](#)