



**Job Title:** Mass in Motion Regional Manager  
**Department:** Community Health and Engagement  
**Location:** Various locations including Revere City Hall and MGH Healthy Chelsea offices  
**Hours:** M-Th.: 8:15a.m-5:00p.m.; Friday: 8:15a.m.-12:15p.m.  
**Salary:** \$60,000 - \$64,000 salary range based on experience. This is a non-union grant-funded position with benefits.

**Background:**

The City of Revere’s Community Health and Engagement department mission is to promote active living and healthy eating through community engagement, leadership development, and civic engagement. We aim to also address social determinants of health through policy, system, and environmental changes.

The Cities of Revere and Chelsea are Mass in Motion legacy communities funded by Massachusetts Department of Public Health (MDPH) Bureau of Community Health and Prevention’s Mass in Motion Municipal Wellness & Leadership Initiative (Mass in Motion). As Mass in Motion communities we work to implement municipal and regional practices to address root causes that impact opportunities for active living and access to healthy and affordable food. The cities of Revere and Chelsea along with community partners will collaborate to build on the policy, systems, and environmental change accomplishments of the past 10 years, and share lessons learned to advance this work.

Important co-leaders in fulfilling the mission of Mass in Motion are the Revere CARES Coalition and the Healthy Chelsea Coalition. The Revere CARES Coalition strengthens the health of Revere by addressing priorities established by community members; utilizing an environmental approach; advocating for evidence-based, culturally competent strategies, programs and services; and increasing connectedness among individuals and organizations. Healthy Chelsea is a community coalition focused on improving the overall health of Chelsea residents. Its mission is to engage all sectors of the community to promote healthy choices, decrease the effects of toxic stress and prevent substance misuse through a variety of prevention, education, advocacy, and policy efforts.

**Purpose:**

The purpose of the Mass in Motion program and its funded communities will support goals of:

- Increasing and aligning local spending, specifically by municipal governments and community organizations, in ways that improve conditions and address issues such as housing, employment, safety/violence reduction, economic development, etc. – influences known as the Social Determinants of Health (SDOH) – that restrict or enable opportunities for active living and access to healthy and affordable food,
- Sustaining the day-to-day practices of municipal governments, organizations, and collaborative partners to address structural and systemic racism and other root cause barriers to good health, and

- Ensuring everyone has access to healthy foods, opportunities for safe, physical activity, and the things that keep us healthy. This includes food insecurity, food access, food retail, transportation insecurity, transportation access and equitability.

Due to the role structural and systemic racism plays in determining people's health and shaping opportunities for health and wellbeing, Mass in Motion uses practices that are collectively known as "Mass in Motion's Leading with Race and Addressing Structural Racism Framework". These practices, based on racial equity principles, are how funded community grantees and their partners will identify and implement change strategies. Practices are:

- Identifying residents who experience inequities (those with lived experience) and engaging with them to determine how they are impacted and what solutions would work in their communities,
- Prioritizing policy and practice solutions based on these lived experiences,
- Collaborating with residents with lived experience and people working in a variety of sectors and across municipal government and community-based organizations, and
- Implementing policy and practice change strategies with partners in ways that consider and address unintended consequences.

Mass in Motion leads explicitly but not exclusively with race and recognizes both that there are other identities that have led to marginalization and that racial inequities also exist in communities that are largely White. The Leading with Race and Addressing Structural Racism Framework is broadly applicable to identify who experiences inequities in a community and why inequities exist, and ensuring these voices are part of decisions that are made. This framework also encourages communities with mostly White populations to understand and question why this is the case. Mass in Motion helps funded community grantees and their partners build capacity to implement the Leading with Race and Addressing Structural Racism Framework and sustain use of the practices.

The Mass in Motion Regional Manager will work under the supervision of the Director of Community Health and Engagement and Program Director of the Revere CARES Coalition. The Manager is responsible for collaborating between applicable city departments in Revere and Chelsea. The Manager will work alongside partners, to implement and sustain the work of the partnership. The position will work up to 39 hours a week which include regular City Hall, MGH Revere CARES, and MGH Health Chelsea business hours and may require some nights and weekends.

**Essential Functions in Leading the Mass in Motion Grant:**

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position. All essential functions are for activities that are eligible through the Mass in Motion grant.

1. Co-develop and manage Revere and Chelsea efforts including outreach, logistics, evaluation, and agenda-setting to build participation and decision-making, particularly among underrepresented groups, in shaping policies and projects in Revere and Chelsea.
2. Coordinate regional Mass In Motion activities, including gathering and analyzing data about needs and causes related to Healthy Eating Active Living; policy, systems, and Environmental changes, multi-sector

partnership and collaborations, grant requirements, development of the Work Plan, progress reporting, record management, and examination.

3. Convene and facilitate equity-framed assessment, planning, and prioritization processes to increase access to healthy foods, walkability and local opportunities for physical activity in an urban environment.
4. Engage underrepresented stakeholders/residents in planning and implementation of all aspects of the Mass in Motion initiative.
5. Work as part of a team to meet and sustain the goals and objectives of local Mass in Motion efforts.
6. Support Mass in Motion staff with supervision, work plans, and local coordination with regional efforts.
7. Prepare agendas, procure supplies, coordinate outreach, facilitate, record minutes, and conduct follow-up on coalition and community meetings.
8. Conduct assessment and evaluation activities at the program, organizational, and community levels, and write reports to be shared with the public.
9. Identify, partner with, and support resident leaders to implement changes in their own communities.
10. Lead and/or supervise all healthy eating and active living activities including communications with stakeholders and the region via weekly emails, social media, and appropriate offices with the City's of Chelsea, Revere, and MGH Center for Community Health and Initiatives office.
11. Develop and maintain relationships and communications with all stakeholders outlined in the work plan.
12. Attend statewide and regional meetings/conferences and trainings as identified by the Mass in Motion program.
13. Lead the integration of existing healthy eating active living efforts into other city of Revere and city of Chelsea departments such as the Director of Economic Development and Inspectional Services for Food Justice Initiative; the Director of Community Development for Complete Streets Policy and Park Initiative; the Department of Public Works for all Active Living strategies.
14. Collaborate and contribute to the development, writing, implementation, and evaluation of internal and external research projects, as applicable.
15. Gain a deep level of knowledge about the community, its people, traditions, customs, and local conditions.
16. Remain current in best practices for healthy eating, active living, systems, and environmental changes.
17. Collect and report on all evaluative activities associated with MiM strategies.

**Communication:**

- Develop messages regarding MiM projects to share locally and externally with other Mass in Motion communities and with DPH.
- Coordinate the appropriate promotional materials for events. Manage social media and maintain visibility in the community by sharing day-to-day activities with the public.
- Develop flyers and electronic newsletters and update the website to transmit program messages.
- Collaborate and/or lead presentations outlining the work to internal and external audiences.
- Assure translation of communication materials into all relevant languages other than English.
- Ability to use social media: Facebook, Twitter, Instagram.
- Basic website skills and experience using Teamsite or WordPress preferred.

**JOB DESCRIPTION – Required Qualifications\***

\*We invite and encourage candidates who do not meet the qualifications stated below to share with us, as part of the application process, how their background, experience, and/or practice has prepared them for the responsibilities of this position.

- 2 years of experience in public health, food systems, food justice, transportation accessibility, urban planning, public policy, advocacy, coalition, or community organizing.
- Bi-lingual skills in English, Spanish, Portuguese, and Arabic are preferred.
- Knowledge of the concepts of policy, systems, and environmental changes as applied to healthy eating and active living.
- Knowledge of cultural competence and addressing disparities.
- Demonstrated commitment to social and racial justice and equity.
- Experience managing and prioritizing multiple tasks and/or projects.
- Demonstrated communication skills, including the ability to listen deeply and respond respectfully across differences in power, privilege, culture, and language.
- Familiarity with planning and technical assistance tools that promote access to healthy food, physical activity, and sustainable communities.

**Skills and Abilities:**

- Knowledge of comprehensive community-based initiatives to increase healthy eating and active living
- Demonstrated ability to:
  - Work productively with diverse constituents to achieve intended results
  - Facilitate community ownership of project activities
  - Develop ideas into action
  - Conduct efficient meetings and facilitate community input; maintain motivation and attendance of a workgroup.
- Strong sense of strategy and awareness of political will.
- Ability to translate theoretical frameworks into community action.
- Ability to see the big picture while attending to on-the-ground details.
- Ability to work independently with good judgment about when to seek support.
- Detail-oriented with excellent communication, organizational, and writing skills.
- Strong administrative, management, and organizational skills.
- Basic understanding of the pathology of hunger, obesity, and lack of physical fitness.
- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to communicate and converse effectively in real-time with people from multiple backgrounds and cultures.
- Be able to work independently and as part of a team.
- Skilled in Google Office Suite and Drive applications.
- Skilled in MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Skilled in operation of standard office equipment, e.g., computers, fax, phone, printer, photocopier, and scanner.

**Physical Demands:**

- Must be able to enter, exit, and move through and between diverse community locations throughout the day.
- Position requires the ability to operate a computer keyboard and other office equipment.
- Some physical effort is required to travel to meetings, training programs, and community outreach work. Occasionally may be required to move about the community for extended periods of time at events and/or community meetings.
- Able to lift, carry and move items weighing up to 20 lbs.
- Requires the ability to effectively handle job stress in the performance of duties.

**Work Conditions:**

- Employees are expected to follow Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations may require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.
- Must be willing to be flexible about changing in-person and/or virtual work conditions as the pandemic evolves.
- Requires frequent regional travel and meetings in the community.
- Requires working a flexible schedule that may include occasional evenings and weekends.
- Ability to work in the field.
- In-state travel may be required.

**Terms of Employment:**

- Fiscal year-round position from July to June, flexible daytime hours with some evening work. Grant funding is available for the next 10 years which include renewal periods.

**Preferred Qualifications Education**

- Bachelor's degree in Public Health, Planning, Public Policy, Sociology, Economics or related field.

**PHYSICAL ENVIRONMENT:**

The work environment involves inside and outside activities, in all weather conditions including wet, hot, and cold, and exposure to fumes, dust and air contaminants. This position cannot be performed remotely. The employee in this position must be comfortable entering public businesses and other public spaces and interacting with the public. The City will provide staff with whatever personal protective equipment is recommended for this work by the City's public health authorities. Position requires standing/walking, some driving or use of public transportation, climbing, reaching, twisting, turning, kneeling, bending, crouching, and stooping in the performance of daily activities. The position requires near and far vision and acute hearing, the ability to possibly stand for long periods of time, navigate rough terrain and move in or about construction sites, and walk up and down stairs. The ability to lift up to 20 pounds occasionally is also required.

**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 to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

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 online.

[Apply Online](#)