

United Way of Merced County

Position Description

Job Title: Hub Manager – Merced Building Healthy Communities (BHC)
Full Time, Exempt, Grant Funded

Reports To: Chief Operating Officer, United Way of Merced County

Salary Range: \$60,000 – 75,000 Annually (Depending on Qualifications)

Closing Date: Open Until Position Filled

PROJECT BACKGROUND & DESCRIPTION

Building Healthy Communities (BHC) is a 10-year, place-based community health initiative launched by The California Endowment in 2010. BHC transforms policies and systems to create healthy communities and advance health equity statewide and in 14 of California’s communities, including the contiguous area of Southwest Merced (city), Franklin-Beachwood, and the eastern Merced County communities of Planada and Le Grand (referred to collectively as the “BHC Merced place”). BHC supports key drivers of change to improve health that include resident power-building, youth leadership/advocacy, changing the narrative, collaborative efficacy, and leveraging/partnerships. Collaborative efforts with adult and youth residents, community based organizations, and other stakeholders to make *Health Happen Here* in local neighborhoods, schools, and through prevention is at the heart of the BHC work.

THE POSITION

Under the general supervision of the Chief Operating Officer, the Hub Manager will be the lead staff person responsible for carrying out the BHC Hub’s work plan. S/he is an inspiring leader capable of leading, coordinating, and connecting BHC partners to advance collaborative impact. As an employee of United Way of Merced County, the Hub Manager will be the primary point of contact for overall site communications with TCE, and will be responsible for assuring that all members of the Hub collaborative receive TCE communications and guidance. The Hub Manager also will assume a high level of responsibility for connecting people from diverse constituency groups within the community, as well as across the BHC network. The Hub Manager will work in close partnership with TCE. **This position is grant funded.**

RESPONSIBILITIES include the following:

1. Develops and implements the HUB work plan within the BHC framework, with strategies for achieving BHC goals and objectives.

2. Works closely with HUB staff, BHC Collaborative partners, related work groups, and community residents and stakeholders.
3. Manages, trains, and supervises BHC program staff within the Hub.
4. Engages and manages Action Teams, team facilitators, and collaborative partners to effectively plan and advance BHC campaigns.
5. Monitors and manages the BHC Hub grant budget.
6. Documents on-going results and coordinates and completes regular progress reports for use by TCE, host agency, the Hub, and the community.
7. Plans and coordinates collaborative meetings, community events, and convenings.
8. Participates in local, regional, and statewide activities that support the BHC work, including activities organized by TCE.
9. Develops and implements strategies for building alliances with strategic partners, government agencies and other organizations within and around the focused communities.
10. Represents BHC in local community organizations, activities, and events.
11. Oversees the development and implementation of the learning and evaluation plan, in consultation with Evaluation Specialist and TCE.
12. Oversees the development and implementation of a community-focused communications / media plan in consultation with TCE.
13. Implements conflict-resolution processes as needed.
14. Coordinates and supports adult and youth resident empowerment strategies in partnership with BHC partners.
15. Coordinates the provision of culturally appropriate, quality language interpretation and relevant best practices within the Hub collaborative bodies to maximize access and participation by diverse communities in all aspects of BHC's work.
16. Other duties as assigned.

ESSENTIAL FUNCTIONS

The Hub Manager must be able to work with diverse cross-sections of people and serve communities with varied economic, social, racial, and cultural backgrounds. S/he enjoys a challenge, is passionate about the work, and committed to excellence. S/he is confident with a high energy level; self-motivated, thrive leading. S/he is comfortable having a strong and visible community presence. S/he must be able to meet the responsibilities of the position, deadlines on a regular basis and meet high-quality standards on all project activities and materials. Must be able to manage multiple time-sensitive projects simultaneously on a continuous basis, to work extended hours as needed, work with minimum supervision, exercise sound judgment at all times and be flexible with work hours on a full-time basis.

SUPERVISORY RESPONSIBILITIES

Provide ongoing supervision of United Way staff dedicated to the Hub. All responsibilities would include training, planning, assigning, directing work flow, addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

S/he must be a graduate from an accredited college or university with a bachelor's degree in a related field (Masters degree in Public Policy, Public Health, or a related field preferred); possess at a minimum, five years of experience working with governmental, non-profit, private and/or public organizations with a minimum of three years' experience directly related to policy and advocacy, community organizing, or managing complex public health programs or initiatives. Experience with health equity initiatives and social determinants of health is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Merced BHC;
2. Must be adaptable and a creative thinker and problem solver open to the insights of others with a high degree of initiative, maturity, integrity, accountability, and good judgment and professionalism;
4. Solid strategic thinking and orientation abilities, including planning and organizational skills and attention to detail;
6. Ability to identify and recruit people to engage in various campaigns; ability to teach, empower and train others to be effective community advocates;
7. Ability to gather, interpret and organize data; ability to translate policies, plans, and design into language understandable by the general public;
8. Must possess an understanding of health equity, prevention, and policy/systems change;
9. Working knowledge of principles and practices of community engagement, training, conflict resolution, planning and evaluation; campaign, community or other organizing experience is an absolute necessity;
10. Ability to communicate effectively, clearly and concisely both orally and in writing; to effectively represent BHC and make strong, compelling presentations to diverse audiences, facilitate meetings and conversations based on collaborative and participatory models;
11. Ability to understand and carry out oral and written instructions; demonstrated ability to prioritize multiple work tasks and meet deadlines;
12. Ability to work as a leader, acting collaboratively to fulfill the mission and specific goals of the Merced BHC Initiative;
13. Strong listening, interpersonal, and networking skills; demonstrated ability to develop and maintain effective working relationships with co-workers, partners, and people from diverse backgrounds, communities, and opinions/perspectives; ability to work independently and as a member of a team;
14. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet and web-based applications; proficiency in Microsoft Office and Adobe products;
15. Ability to speak, read, and write a second language is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid California Drivers License and verifiable automobile insurance. Have the use of a reliable automobile or equivalent vehicle for transportation to irregularly scheduled events.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use their hands. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb; stoop, kneel, crouch; talk and hear.
2. The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required include close vision, distance vision, color vision, and ability to adjust focus.
3. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; normal airborne particles; outside weather conditions; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

SALARY AND BENEFITS

The Hub Manager will be a full-time, exempt position. This job position is grant funded. Salary ranges between \$60,000 and \$75,000 depending upon experience. Benefits include Medical insurance. Benefits are available when employee completes introductory period and meets eligibility. Based on the job duties, this is an **exempt position**.

DISCLAIMER

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

HOW TO APPLY

Send cover letter, resume and three professional references along with a writing sample (no more than 5 pages that demonstrates understanding and experience with work relevant to Building Healthy Communities) to:

Jeremy Martinez, Chief Operating Officer, United Way of Merced County, 658 W. Main Street, Merced CA, 95340. Jeremy Martinez (jeremy@unitedwaymerced.org).

EQUAL OPPORTUNITY EMPLOYER

United Way of Merced County is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflects the rich diversity of the community we serve. We encourage applicants who have an appreciation of the unique assets and philosophy that United Way of Merced County has to apply.