

M.A.P.P. of the Southern Kenai Peninsula - Coordinator Job Description

Revised: 12/5/11

Position: MAPP Coordinator

Location : Homer

This position is the lead position for a broad-based community coalition to manage an ongoing health needs assessment and community health improvement plan. This position will take advisement from a network of community leaders collaborating for the improvement of the greater community, and work closely with staff of the Homer Prevention Project in meeting shared health improvement goals. This position will promote collaborative, community-wide problem-solving and a broad definition of health and the local public health system, demonstrating a leadership style that role models collaboration in the community, and supports a consensus style of decision making.

JOB QUALIFICATIONS:

1. Bachelor's degree or equivalent experience (Master's degree desirable)
2. Experience in planning and conducting group presentations
3. Excellent computer skills (list serve and web-based technologies helpful)
4. Understanding of community health, community planning or strategic planning framework
5. Outgoing person who can communicate effectively via numerous modalities and between diverse partners
6. Ability to collect information and present in an organized and useful manner

JOB DUTIES

1. Provide project coordination for an ongoing community health needs assessment and Community Health Improvement Plan (CHIP) utilizing the MAPP framework (Mobilizing for Action through Planning and Partnership)
2. Initiate community engagement and involvement in MAPP programs and projects.
3. Serve as the point person for the steering committee of the MAPP of the southern kenai peninsula, and provide administrative support for the steering committee and their priorities (set meetings, agendas, correspondence, minutes, and other administrative support).
4. Provide leadership for the MAPP Steering Committee by making recommendations on action, representing the group's mission and implementing decisions of the group
5. Serve as a communication link and network contact between the MAPP steering committee, the Prevention Project advisory committee, MAPP workgroup members, and the prevention project staff.
6. Assist in building and monitoring the work of individual work groups within MAPP.
7. Represent the CHIP and related projects within the community and at state and regional groups of interest. Assist in building community support.
8. Advance the CHIP by forwarding project funding opportunities which support the plan's goals
9. Prepare and submit a quarterly report to hospital administration on the broad scope of the MAPP activities
10. Arrange and conduct presentations on the projects to community groups of interest
11. Serve as the spokesperson for the projects in the community to seek new partners, maintain and enhance a broad base of support, and ensure community ownership of the project and its ultimate goal for both MAPP in general and its related projects.
12. Utilize many methods including direct outreach, networking, traditional media, web, and social media as a way to engage the community on these projects.
13. Enlist the smaller communities and villages' participation in the MAPP project to the extent that they choose to participate, and seek out new expertise as MAPP's needs evolve.
14. Serve as lead in the broad community assessment updates and as support in the specific assessment for the prevention project including data collection
15. Other duties as assigned