



Position Description

Organizational Role:	Healthy and Ready to Learn Fellow, Program Coordinator
Department:	Healthy and Ready to Learn
Reporting Relationships:	Reports to Healthy and Ready to Learn Director

Children's Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

Position Overview:

All activities contribute to CHF's mission of closing inequity gaps in health and wellbeing for marginalized communities across the US. The Fellow will provide overall support to the Healthy and Ready to Learn program.

The Healthy and Ready to Learn (HRL) Initiative was developed by the Children's Health Fund to address health issues that impact student learning and attendance. Since 2014, we have partnered with New York City elementary schools to implement a comprehensive school-based model that provides the school community with health services, education, resources, and protocols. We address health needs rooted in social, racial, and economic inequities by creating relevant content that builds the capacity in the school community. Our program has expanded to include technical assistance, training, the online resource and training center, and local and national advocacy.

Through our program we:

- Support student success by increasing access to health resources, implementing trauma sensitivity strategies, and building positive attendance culture.
- Promote a three-tiered approach and develop resources that empower families and practitioners in their homes and schools.
- Facilitate the important communication and collaboration between the health and education sectors.
- Partner with communities using an approach that is 1) strengths-based; 2) whole-family oriented; 3) equity-focused; 4) trauma-sensitive; and 5) data-driven.

COVID-19 has had a tremendous impact on NYC families and has further compounded the trauma experienced by families living in underinvested communities. This year, our program is committed to supporting trauma sensitivity in schools in an effort to ensure that students, staff, and families are receiving the support necessary.

The Program Coordinator will be responsible for taking the lead on all HRL communication, logistics, and administrative tasks. She/he will collaborate with the team to build/curate content and training and support all programming in the schools as well as the Resource and Training Center. We are looking for an individual who is committed to centering the school community's needs and can form trusting relationships with new and existing partners.

Principal Accountabilities:

- Assist with logistics, preparation, and planning of HRL events, trainings, and external meetings
- Lead logistical and administrative tasks for the team (i.e., scheduling meeting, meeting minutes, ordering supplies, etc.).
- Support activities related to technical assistance within and outside of NYC.
- Collaborate with the HRL team to curate, create, and format content for the HRL Resource and Training Center.
- Lead creation of communications content and manage all HRL social media and MailChimp communication.
- Collaborate with Content and Training Manager to deliver bilingual (English/Spanish) parent trainings.
- Collaborate with Content and Training Manager on outreach to the HRL Resource and Training Center users and partners.
- Conduct research on potential partnership opportunities, especially with early childhood serving organizations.
- Maintain the HRL Resource and Training Center directory to track training demographics, surveys, and outreach.
- Collaborate with HRL team and site managers to prep for parent and training workshops.
- Support CHF's evaluation team with outcome evaluation data collection, as needed.
- Serve as point for data entry for all HRL programming including consent forms, screenings, and surveys (including scanned and manual data).
- Support team efforts to build equity-empowered evaluation projects.
- Actively engage in ongoing, organization wide anti-racism work.
- All other assignments as required.

Position Requirements:

- Commitment to and excitement about CHF's and HRL's missions, values, and activities.
- Bachelor's degree preferred.
- Two years of relevant experience.
- Spanish Language skills preferred.
- Excellent interpersonal communication skills, passion for health and education.
- Highly organized.

Location

CHF provides a hybrid onsite/remote work environment. This role must be based in the New York City metropolitan area in order to attend ~1-2 weekly scheduled training at NYC locations or required meetings at CHF headquarters.

Salary/Benefits

This is a part-time role. Salary is commensurate with experience.

This role is grant-funded through December 2022 with possibility to extend funding.

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

The Children's Health Fund is an Equal Opportunity Employer.

For further information on our programs, please visit our website www.childrenshealthfund.org