

Social Impact Coordinator Job Description

Job Summary: The Social Impact Coordinator is part of a team working to collectively “move the needle” on community wellbeing outcomes. Coordinator is responsible for supporting projects or work streams that are a part of a larger organizational strategy. Coordinator works with various project team members (internal and external) to develop timelines, create schedules, oversee work stream progress to make sure goals are met on time. Ongoing meeting coordination, monitoring of budgets, project risks and data/outcome tracking are essential parts of the role.

Reports to: Director of Impact

Coordinating Project Activities:

- Supports the tactical implementation of strategic initiatives and projects for the foundation
- Builds identity as a respected, neutral convener. Ability to influence without authority to maintain project momentum.
- Provides technical assistance in implementing innovative and research-backed best practices
- Convenes partners and facilitates activities to ensure that networks maintain momentum, achieve objectives and deliver results
- Maintains awareness of project dependencies with other initiatives and proactively coordinates processes and resources accordingly.
- Prepares regular progress reports and status updates as needed. Tracks and monitors budgets, outcomes and timelines. Compiles information and creates presentations that can be used in a variety of settings to convey key project information to stakeholders (internal and external)
- Communicates project issues and risks and proposes potential solutions to project team members.

Supporting Continuous Improvement:

- Supports gathering and entering information into a shared measurement system that tracks outcomes and indicators, using results to inform learning and continuous improvement
- Coordinates development of work plans and milestones, tracks progress and presents results to internal and community stakeholders

Inspiring Collaboration:

- Cultivates relationships with partners and grantees to ensure effective mobilization of local resources.
- Supports partners in gathering and preparing information for funding proposals
- Provides “backbone support” to collective community efforts to ensure tangible progress is made

About Us:

The Greater Watertown Community Health Foundation is a catalyst for positive, lasting and measurable health improvement across the region. Our vision is a thriving community where *everyone* enjoys good health and wellbeing.

Our Mission: To inspire collaboration, mobilize resources and encourage innovation that measurably contributes to the wellbeing of our community.



Big challenges demand big solutions

GWCHF is a connector – bringing together the people, organizations and resources needed to create lasting change. We believe that transforming community health requires more than just writing a check. It requires listening. Engaging. Empowering the “doers” of our community to apply their talents to create a healthier tomorrow.

GWCHF strategically focuses our resources to “move the needle” on community health indicators. We value collaboration, maximizing community assets and improving health over the long-term. We invest in *root cause solutions* to create sustainable change.

Focus: Social Impact Coordinator will serve our [Every Child Thrives](#) initiative and [TalkReadPlay](#) campaign.

Qualifications:

- Proactive and resourceful in an entrepreneurial environment
- Strong facilitation skills and a track record of coordinating high performing teams
- Experience managing state and federally funded programs or services
- Attention to detail and ability to understand, analyze and track data and metrics to show impact
- Exceptional communication and relationship building skills
- Track record of implementing vision into action and demonstrating measurable results
- Demonstrated understanding of policy and systems change framework and knowledge of approaches to promote health, address root cause and eliminate inequities in health outcomes
- 2-3 years of professional experience in community development, health, education, nonprofit program coordination or philanthropy
- Minimum of bachelor’s degree required

Travel

Local travel to various worksites is required. Driver’s license required.

Work Environment: While performing the duties of this job, the employee regularly works in an office setting.

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. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell.

Other Duties – Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

To Apply: Please forward resume and letter of inquiry to **Kim Melcher, Director of Impact:** kmelcher@watertownhealthfoundation.com