



## Position Vacancy

RFP #26-015-02

**Position:** Community Health Program Coordinator:  
Prevention in Early Childhood (PEC) Grant Program

**Department:** Public Health

**Salary Range:** PR4A: \$73,031.40 - \$75,980.84 (anticipated hiring range)  
\$73,031.40 - \$90,805.00 (full hiring range)

**Schedule:** Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.  
Tuesday 8:30 a.m. to 7:00 p.m.  
Friday 8:30 a.m. to 12:30 p.m.  
Hours per week: 37.5  
Some evenings/weekends for meetings and/or community events



*The City of Framingham is currently a 100% onsite work environment.*

*This is a full-time (37.5 hours per week), benefit and overtime eligible position, classified as PR4A on the city's municipal employee classification plan that currently utilizes a predetermined step increase system. This position is covered by the [Collective Bargaining Agreement](#) between the City of Framingham and the SEIU, Local 888 Professional Union.*

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The Framingham Public Health Department is located at 188 Concord Street, and is accessible by the MBTA Commuter Rail and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

### **Position Purpose:**

Employee will be the lead coordinator for an early childhood (ages 0-5) substance use prevention grant, and has the responsibility to: coordinate community health programs, and collaborate with a wide range of community partners as part of implementing a strategic plan for the Prevention in Early Childhood grant. Employee is required to perform all similar or related duties. This position is 100% grant funded with funding secured through 6/30/27, with options for renewal through 6/30/29. The funding for this position is subject to continuation of grant funds.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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 a logical assignment to the position.*

1. Coordinates and manages all day-to-day activities of the Prevention in Early Childhood Grant.
2. Coordinates and implements community-wide efforts to prevent future substance misuse for young children by addressing their underlying causes.
3. Coordinates assessment, capacity building, planning, implementation, and evaluation efforts of activities to support grant initiatives.
4. Build and maintain strategic partnerships to support coordinated, community-wide approaches to substance misuse prevention efforts through policy, practice, systems, and/or environmental changes.
5. Oversee the refinement and implementation of a strategic plan.
6. Shares and disseminates existing and collected data to internal and external audiences.
7. Monitors program progress, goals, and objectives. Maintains regular contact with departmental leadership team.
8. Prepares and files all grant related reports as needed.
9. Serves as a public health educator by conducting seminars, lectures, and other public forums.
10. Maintains knowledge and expertise in relevant areas of public health and changes in pertinent public health laws and regulations.
11. Maintains sound financial records in accordance with city procedures and grantor require
12. Assists and participates in the organization and development of the department's strategic planning process, accreditation, organizational improvement strategies, assessments and evaluations, and emergency preparedness programs. Maintains regular contact with departmental leadership team.
13. Participates in public health programs in the community as required.

**Qualifications:**

- **Education and Experience:**
  - Bachelor's degree (Master's degree preferred) in public health, social work, urban studies, psychology, or a related field
  - One to three years of experience in public health or a related field
  - Any equivalent combination of education and experience will be considered
  - Valid Class D motor vehicle driver's license. Must be able to obtain reliable transportation to attend off-site meetings as required
  - Experience with community organizing, working with diverse populations and broad-based coalitions
  - Experience facilitating groups and meetings, both in person and online
- **Knowledge of:**
  - The social determinants of health and a commitment to social justice, racial and health equity; an understanding of how racism is a public health issue
  - SAMHSA's Strategic Prevention Framework (SPF) and how to utilize this framework to guide work
  - Framingham and its main community stakeholders
  - Proficiency in Spanish and/or Portuguese strongly preferred
- **Ability to:**
  - Work with a variety of stakeholders that have different needs, priorities, and level of readiness

- Work in a team setting to promote collaborations and partnerships within and across agencies, regions and communities
- Prioritize and multi-task
- **Necessary Skills:**
  - Excellent oral and written communication skills
  - Experience analyzing and presenting data
  - Strong organizational skills
  - Intermediate or higher-level skill in Microsoft Office suite

**Judgment:**

Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures

**Complexity:**

The work consists of communication, coordination, discussion, and relationship building with community partners and external stakeholders, as well as other city employees. Employee is expected to use excellent communication skills and effective coordination to achieve program goals.

**Accountability:**

The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines, or poor judgment may include delay of program progress, loss of grant funding, loss of the position, and legal repercussions.

**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.*

This position works mostly at a desk, operating a keyboard and viewing a computer screen for potentially extended periods of time. May be required to lift/carry objects weighing 10-15 pounds when setting up or participating in community events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**Supervision Required:**

Under the general supervision of the Director of Public Health and Assistant Director of Public Health, and direct supervision of the Community Health Manager, the employee is familiar with the work routine and uses initiative in carrying out responsibilities and tasks independently without specific instruction. The supervisor provides additional and specific instruction for accomplishing the program objectives. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, to ensure that completed work and methods used are technically accurate, to ensure that instructions are being followed and grant deliverables are completed on time.

**Supervisory Responsibility:**

None

**Work Environment:**

- Most work is performed under typical office settings; the noise level is moderate. The employee operates standard office equipment.
- Regular attendance at off-site meetings necessary, including occasional meetings beyond normal business hours, including on weekends.
- Has frequent, on-going communication with co-workers, supervisors, other city employees, grant contract managers, the public, and external groups and/or individuals including civic leaders, peers from other organizations, representatives of professional organizations, and others. The employee may serve as a spokesperson or recognized authority of the department in program-related subjects.

**Occupational Risk:**

Duties generally do not present occupational risk to the employee.

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