

Project Coordinator

Motahkomikuk Community Cardiovascular Disease Project

Healthy Acadia, a non-profit community health coalition providing health services primarily in Washington and Hancock counties and as well as across Maine, seeks a **Project Coordinator** to join a dynamic team passionate about making it easier for all people to lead healthier lives. This Maine CDC funded position is based in the Passamaquoddy community of Motahkomikuk (Indian Township). Reporting to Healthy Acadia's Washington County Food Programs Manager, the Project Coordinator will support the implementation of a community-driven project focused on reducing risk and improving health related to cardiovascular disease. The goal is to be guided by the community to identify areas of interest and need on which to base the project.

Responsibilities:

The Project Coordinator (PC) will support extensive community engagement and collaborations to achieve the goals of the project. This coordination role requires a team approach to ensure that the voice of the community guides the project, with the goal of reducing risk and improving health outcomes related to cardiovascular disease. The PC will conduct community outreach, convene meetings, coordinate a community assessment and plan development, and provide key facilitation to implement the community-driven plan. The PC will perform monthly program monitoring and reporting.

Qualifications and Experience Sought:

- Working knowledge of the local community, its health care systems, social services, and other resources strongly preferred.
- A Tribal Member or with a close understanding of the Passamaquoddy Tribe.
- Warm, personable, and approachable. Ability to conduct culturally competent outreach, and build and maintain strong working relationships with partners.
- Ability to convene community groups and facilitate assessment and planning processes.
- Strong communication skills: ability to listen well, write and speak effectively.
- Self-motivated, ability to work independently from the office or in the community.
- Ability and willingness to communicate regularly with the Healthy Acadia staff team, and provide reporting as needed.
- Ability to stay well organized and exercise good judgment in the face of multiple priorities.
- Flexibility and familiarity with office technology such as Google Drive, Zoom, Gmail.
- Experience with healthy eating, active living, and/or similar programming/skills preferred.
- Minimum of Bachelor's degree in Community Health or related field, or equivalent professional or community-based lived experience preferred.

This is a part-time position (20 hours/week), with part-time benefits. Salary range: \$19 - \$21/hour. Regular travel throughout the project service area and occasional travel beyond is required.

To apply: Please send a cover letter, resume and contact information for three professional references, in a single document, to: jobs@healthyacadia.org. Accepting applications until April 30, 2024, or until a suitable candidate is found.

Healthy Acadia is an equal opportunity employer that does not discriminate against any individual based on their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The organization takes affirmative action to ensure that all applicants and employees are treated fairly during the application process and post-hiring employment. Discrimination of any kind is not tolerated, and Healthy Acadia is committed to creating a diverse work environment. All qualified applicants will receive consideration for employment without regard to their race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.