



## EMPLOYMENT OPPORTUNITY

**Title:** Healthy Kids Healthy Communities (HKHC) Socorro County Coordinator

**Hours:** Contracted position, full time, 32 to 40 hours per week

**Reports to:**

- Rita Condon, Obesity, Nutrition, and Physical Activity Program Manager, New Mexico Department of Health
- Polo Pineda, Socorro City Clerk

**Summary:**

Support the Healthy Kids Healthy Communities (HKHC) initiative in Socorro County to expand opportunities for healthy eating and active living for children and low-income adults where they live, learn, play, work, eat, and shop. Healthy eating and active living are two lifestyle behavior choices that help prevent obesity.

Healthy Kids Healthy Communities (HKHC) builds state and local partnerships to expand opportunities for healthy eating and physical activity for children and low-income adults where they live, learn, play, eat, work, and shop. HKHC staff and community partners create sustainable change through community-led coalitions using a Collective Impact framework. Key elements of the Collective Impact model are: common agenda, mutually reinforcing activities, continuous communication, shared measurements, and active coalitions. The HKHC Coordinator shall work with existing community coalitions when appropriate. The HKHC partnership supports policy, system, and environment improvements toward increased healthy eating, increased physical activity, obesity prevention, and healthy weights.

**Job Duties and Responsibilities:**

Coordinate, support, and encourage participation in the HKHC Socorro County coalition, workgroups, and partner meetings, events, and activities.

Build and maintain relationships and work collaboratively with ECE programs, school district personnel, community agencies/organizations, and representatives of local government on implementing sustainable changes to increase healthy eating and physical activity opportunities.

Schedule meetings as appropriate to support and advance HKHC Socorro County mission and goals, provide networking opportunities, create and send agendas and meeting reminders, secure meeting venues, and compile and distribute meeting notes.

Promote and share information about HKHC Socorro County healthy eating/physical activity efforts through social media, local newspaper, City of Socorro website, and other media.

Attend HKHC program and partner trainings to learn best practices for healthy eating, physical activity, and obesity prevention, network with other coordinators, and share successes, challenges, and lessons learned.

Respond to inquiries from HKHC Socorro County partners, community members, and other stakeholders. Coordinate with NMDOH data collection efforts as appropriate.

Compile information about HKHC Socorro County for HKHC Facebook page, newsletters, presentations, and other communications.

Complete contract deliverables per HKHC mission, goals, strategies and outcome measures.

Work closely with the Obesity, Nutrition and Physical Activity program to ensure contract requirements are being met.

**Required Skills:**

- Ability to build relationships and work collaboratively with school district personnel, community agencies/organizations, and local political structure representatives.
- Ability to coordinate HKHC Socorro County coalition, workgroup, and partner meetings, events, and activities.
- Knowledge of Socorro County/tribe school districts, food resources, regional planning organizations, community resources, and community-based public health.
- Exceptional ownership and a commitment to sustainable opportunities for healthy eating and physical activity.
- Exceptional people skills with the ability to motivate and inspire people to action
- Proven track record of building and maintaining strong relationships with a diverse set of community partners.
- Strong and confident presence with excellent and articulate written communication and presentation skills.
- Experience using social media platforms.
- Ability to work flexible hours which may include weekends or evenings.
- Ability to travel to multi-day trainings out-of-town.
- Proven time management skills and ability to be self-directed, organized, and detail oriented
- Demonstrated ability to effectively facilitate and lead meetings.
- Demonstrated success in problem solving and delivering results.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

**Preferred Qualifications:**

- Bachelor's degree in Public Health or 3 years experience in health promotion and/or community organizing.
- Background and interest in policy development, system change, and environmental strategies/built environment.
- Experience working with persons of diverse racial, ethnic, and socioeconomic backgrounds with cultural competency and sensitivity.

- Lived experience with/or understanding of health disparities and the role race/ethnicity, socioeconomic status, or rurality play in health outcomes and quality of life.
- Understanding need for communicating data and other information to groups and individuals.

**Expectations:**

- Have a valid New Mexico driver's license with a good driving record.
- Able to work 32-40 hours per week on HKHC efforts.
- Submit deliverables by agreed-upon dates.
- Being prepared for monthly check in calls with information and progress on work.
- Accountable and timely response to requests for information and other requests.

**For more information contact:**

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