



Healthy Homes & Communities Project Coordinator Job Description

The Housing & Community Development Network of New Jersey is the statewide association of more than 250 nonprofit community development corporations, individuals and other organizations working to promote affordable housing, economic opportunity, neighborhood revitalization and social justice in New Jersey. Our staff works to assure that CDCs, municipalities and community residents have the tools they need, including knowledge, support and resources, to rejuvenate their neighborhoods, build strong organizations and thrive, including having equitable access to secure a healthy built environment. The Network is deepening our capacity to align the community development and health sectors around the social determinants of health, especially housing.

In collaboration with other Network staff, the Healthy Homes and Communities (HHC) Coordinator will lead our grant-funded efforts to identify and implement opportunities for nonprofit developers to engage in Community Health Needs Assessments and other resources driven by health institutions, and public and private agencies. The Coordinator will implement the CHAMPS program, convening meetings of key stakeholders, providing members and partners with important research and data and helping them to engage in the emerging work around health and housing. The HHC Coordinator will be knowledgeable about related policy efforts, including lead poisoning prevention, to provide our members with timely information and advocacy opportunities at the local, state and federal level to help advance this work.

The successful candidate will assist clusters of Network members and communities in targeted locations to analyze their local needs, and work closely with other Network staff to help achieve the policy changes needed. Responsibilities include:

- Organize and support member organizations in targeted geographic areas to understand the local CHNA opportunities, as well as the area's housing and community development needs
- Convene and staff events in these areas to identify opportunities to address the social determinants of health in the CHNAs
- Foster sharing of information between members and among Network staff to encourage replication of successful programs and strategies, as well as to identify barriers to successful implementation that require policy changes to overcome
- Work with other Network staff to mobilize local Network members in support of the Network's HHC public policy and issue-related agenda
- Work with Network senior staff to recruit and launch a statewide HHC Advisory Committee to be a sounding board for programs and policies on this topic
- Be a knowledgeable content expert on healthy homes and communities issues, including lead poisoning prevention; provide staff support for lead poisoning policies and programs.

- Engage potential new members, including expanding representation from health-related organizations
- Represent the Network at events as needed.

SKILLS/QUALIFICATIONS:

- Excellent analytical, writing, computer and public speaking skills, with a strong attention to detail
- Three years community organizing and/or policy advocacy experience or program management; familiarity with housing and/or community development programs and HHC issues strongly preferred.
- Demonstrated ability to work independently and manage multiple projects
- Ability to interact comfortably with diverse audiences, including public officials, members of the media and community representatives
- Bachelor's degree or equivalent experience; Master's degree in community planning, public policy, health services, real estate development or related field preferred.
- Valid New Jersey driver's license, insurance and car

COMPETITIVE SALARY & BENEFITS. Women and people of color are encouraged to apply.

TO APPLY: Please submit resume and cover letter via email to Sharon Barker, Vice President & COO, Housing & Community Development Network of New Jersey, 145 West Hanover Street, Trenton, New Jersey 08618 human.resources@hcdnnj.org

The Housing and Community Development Network is an Affirmative Action/Equal Opportunity Employer.