

Program Associate

Live Healthy Community Partnerships

Place Based Initiative of

Health Foundation of South Florida

Health Foundation of South Florida seeks to fill a Program Associate position for Live Healthy Community Partnerships, a place-based initiative in Miami-Dade County. The overarching goal of the initiative is to carry out policy, system and environmental changes resulting in the improved health of residents in two communities, Miami Gardens and Little Havana. A total of up to \$7.5 million is allocated to implement Healthy Community Partnerships. The Initiative began in February 2014 and is expected to continue through 2020.

The Program Associate will assist and report to the Live Healthy Program Officer and serve as a liaison between the Foundation and Live Healthy Community Partnerships grantees.

Responsibilities: The Program Associate will:

1. Lead efforts in monitoring all grant funded projects of the Live Healthy Community Partnerships initiative by reviewing and providing feedback on bi-monthly grantee progress reports, maintaining frequent communication with each grantee, developing progress summaries on each project, and alerting Foundation staff of any projects that are falling short of stated objectives.
2. Assist with the development and review of grant proposals with prospective grantees.
3. Coordinate planning and implementation activities among major stakeholders and Live Healthy Community Partnership grantees.
4. Communicate status, challenges and opportunities within the Partnerships and facilitate problem solving.

Preferred Education, Experience and Skills: Bachelor's level education or higher with two years of relevant experience. Experience working on initiatives that resulted in environmental, programmatic or infrastructure change in community settings is highly preferable. Competitive applicants will be culturally competent and have knowledge and experience in the area of health and social services as well as community change strategies. Proficiency in Microsoft programs including Excel, Word, and PowerPoint is required. Access to reliable transportation/ability to travel to Little Havana and Miami Gardens frequently a must. Flexibility to occasionally attend meetings or events on evenings or weekends preferred.

Salary/Compensation: The compensation range is between \$45,000 to \$52,000 per year, commensurate with experience, for 40 hours per week full time with a benefit package.

Individuals interested in being considered for the position should submit a cover letter and resume by Friday, March 3, 2017 to Peter Wood, Vice President of Programs and Community Investments, Health Foundation of South Florida (pwood@hfsf.org).

Place based initiatives represent an ambitious strategy to address the needs of residents in low-income communities. The initiatives aim to go beyond the achievements of existing community based organizations by concentrating resources and combining the "best" of what has been learned from health, social, economic, physical and civic development in order to catalyze transformation of neighborhoods. Place based initiatives adopt a comprehensive approach to neighborhood change and work according to community building principles that value resident engagement and community capacity building. (Kubisch, et al, Voices from the Field III, The Aspen Institute).

Health Foundation of South Florida is a philanthropic, nonprofit grantmaking organization that has awarded more than \$115 million since 1993 to improve health for residents in Miami-Dade, Broward and Monroe Counties. Please visit the website, www.hfsf.org