

## **Houston Health Foundation**

### **Health Equity Grant Management Project Coordinator**

The Houston Health Foundation is seeking a part-time project coordinator to administer a large health equity grant in collaboration with the Houston Health Department(HHD) outreach teams. The grant project coordinator will be responsible for managing a health equity grant, working with community based organizations, through the award of mini-grants, to improve equitable access to vaccinations and other health supportive resources.

The position is grant-funded for 30 hours per week, commencing immediately and extending through June 30, 2023.

**Position Objectives:** The objective of this position is to advance the mission of the Houston Health Foundation by supporting the work of the Houston Health Department in improving equity across multiple at-risk and vulnerable populations in Houston that have experienced poor health outcomes during the SARS-CoV-2 pandemic.

#### **Position Responsibilities**

The project coordinator will be responsible for the following tasks:

1. Grant Management
  - a. Establish a project plan with relevant timelines
  - b. Identify any resource/system requirements needed to successfully manage the project
  - c. Track project progress against deliverables and recommend adjustments as needed.
  
2. Data and Evaluation
  - a. Work with HHD to establish project metrics and reporting requirements
  - b. Develop data reporting format and presentation template
  - c. Work with subgrantees to establish data reporting requirements
  - d. Assist subgrantees to plan and execute data reporting systems
  - e. Ensure timely and accurate collection and reporting of data
  - f. Assist HHD in project evaluation
  - g. Support HHD in communications/presentation of information to CDC
  - h. Keep HHD team informed of any risks to timely data reporting or anomalous results
  
3. Financial Management
  - a. Develop project budget in coordination with HHD Team and HHF CEO
  - b. Establish subgrantee budgets
  - c. Work with HHF Accountant to Initiate and obtain approvals for grant disbursements per subgrantee contracts
  - d. Monitor project budget and report monthly to HHF CEO, HHD Team and Finance Committee
  
4. Coordination with the Houston Health Department Project Team
  - a. Meet regularly with HHD Health Equity Project Coordinator
  - b. Report project progress/ relevant information to HHD Principal Investigator and HHD Project Team
  - c. Coordinate communication with Subgrantee organization with HHD Team

## 5. Community Engagement

- a. Assist HHD to identify qualified target community based organizations for advancement of health equity within their constituent communities and potential funding opportunities
- b. Work with legal counsel to develop RFPS
- c. Work closely with interested subgrantee organizations to assist in the funding application process
- d. Help community organizations to identify and resolve any barriers to participation in the grant when possible
- e. Represent the goals and objectives of the health equity grant project professionally and in accordance with HHD standards

### **Qualifications**

The successful candidate should be committed to the vision of health equity and value working at the grassroots level with diverse communities to achieve that goal. Applicants should possess a bachelor's degree in a health related field, business or project management, with a master's degree preferred. Bilingual candidates are strongly encouraged to apply.

The applicant should possess:

1. Outstanding interpersonal skills
2. Ability to efficiently manage complex processes
3. Working knowledge of budgets and finance
4. Conversant in project management tools and techniques
5. Excellent written and oral communication
6. Cultural competency
7. A commitment to diversity, equity and inclusion

### **Reporting Relationships**

The position reports to the CEO of the Houston Health Foundation with a dotted-line reporting to the Principal Investigator of the CDC Health Equity Grant at HHD, the HHD Community Outreach Manager and the HHD Project Coordinator.

### **Working Environment and Ethical Conduct:**

This position may be performed remotely with in-person meetings and events as required to effectively achieve the objectives of the project, working with HHD outreach teams.

The Houston Health Foundation expects the highest level of ethical and respectful behavior in communications internal and external to the organization. The foundation takes the stewardship of resources for the organization and its programs seriously and has established internal controls to ensure resources are protected and applied for their intended purpose by donors and funders of the organization.

The Houston Health Foundation is committed to a working environment that is diverse, equitable, and inclusive, free from discrimination and harassment.

To apply, please send your resume and cover letter to [info@houstonhealthfoundation.org](mailto:info@houstonhealthfoundation.org).