



JOB POSTING

POSTING DATE: February 12, 2025

AGENCY DESCRIPTION: Huron County Public Health is a Nationally Accredited local health department that serves Huron County, Ohio and the City of Bellevue, Ohio. We strive to promote the public's health and prevent the spread of disease for a safer and healthier community.

POSITION: Creating Healthy Communities (CHC) Grant Coordinator

STATUS:

- One Full-Time (40 Hours/Week), Non-Exempt Position
- Typical hours are 8:00am – 4:30pm M-F; Must be able to work occasional evenings/weekends.
- Pay Range: \$19.00-\$25.00 per hour, based on qualifications

RESPONSIBILITIES INCLUDE: The Creating Healthy Communities (CHC) Grant Coordinator is a full-time position funded through the Ohio Department of Health (ODH)'s CHC Grant required to work exclusively on the Huron County CHC grant.

The CHC Coordinator is responsible for the coordination and implementation of the CHC Grant within Huron County, which is committed to preventing and reducing chronic disease in Huron County through the implementation of healthy eating and active living strategies. The CHC Grant Coordinator is responsible for:

- Coordinating the Huron County CHC Coalition, a diverse group of community partners committed to furthering the work of the CHC Grant. Includes meeting preparation, facilitation, follow-up, and all grant-required documentation. Grant documentation includes but is not limited to preparing and documenting agendas, meeting minutes, PowerPoint presentations, surveys, etc. The Coordinator must develop and maintain cooperative working relationships with agencies and organizations interested in and/or engaged in the work of CHC.
- Working closely with community partners to select, develop and implement strategies via grant deliverables and objectives in accordance with grant timelines, budgets, and grant requirements.
 - Active living strategies are required to be implemented on an annual basis. Past/current examples of this work include improving park infrastructure, walking paths, bicycle infrastructure; and developing active transportation plans.

- Healthy eating strategies are required to be implemented on an annual basis. Past/current examples of this work include the installation of community gardens, implementation of healthy eating guidelines, and improving the process and facilities for local food pantries.
- Documenting activities and maintaining records detailing progress on process and outcome objectives.
- Assisting the Public Information Officer (PIO) in creating printed and digital materials, press releases and other resources for the grant.
- Developing, preparing and coordinating annual grant applications for submission to the ODH, to include project narratives, programmatic work plans, and budgets.
- Preparing and submitting quarterly programmatic grant reports/ reporting on work plans, as well as an annual success story and other grant-required reporting requirements.
- Assisting the Administrative Services Director with quarterly grant expenditure reports, as needed.
- Attending all grant-required in-person and online meetings and/or conference calls. Note that travel to Columbus is required, minimally on an annual basis. Other travel may be determined to be necessary based on the requirements of the grant.
- Participating in webinars and/or trainings on an as-needed basis.
- Coordinating with the ODH Program Consultant on a regular basis virtually and via in-person site visits.
- Coordinating with CHC Coordinators across the state on an as-needed basis, including through participation in the CHC Engagement Hub, conference/networking calls, and annual peer site visits.
- Actively engaging in other local partnerships related to healthy eating and active living.
- Coordinating with local garden club volunteers on the implementation and maintenance of the Nourishing Huron County Community Garden located at HCPH.
- On an ongoing basis, assessing and advocating for changes in the built environment that make it easier for residents to get their recommended amount of daily physical activity, including strategies such as: active transportation planning, bicycle infrastructure, worksite active commute support, etc.
- On an ongoing basis, assessing and working to increase residents' access to healthy and affordable foods including strategies such as: food service guidelines, water first for thirst, and farmers' markets, etc.
- Grant writing, fundraising, and similar activities to support leverage funding for larger projects.
- As an employee of HCPH, this position may also be responsible for participating in other agency initiatives, such as public health accreditation, or other duties as assigned.

EDUCATION:

A bachelor's degree from an accredited college or university in health education, health promotion, community health, public health, nursing,

biological science, education, public relations, marketing, communications or similar field preferred.

- QUALIFICATIONS:**
- Must have valid Ohio Driver’s License, proof of liability insurance (meeting minimum standards set forth by HCPH), and access to reliable transportation.
 - Drug screening and background check upon hire.
 - The CHC Coordinator must be comfortable working with both individuals and groups and must be a good communicator and comfortable speaking in public.
 - The CHC Coordinator must have organization and writing skills suitable to grant management, planning, implementation, and reporting.

Interested parties should forward their resume to :

Huron County Public Health
Attn: Community Programs Division Director
28 Executive Drive
Norwalk, OH 44857
Email: nmarks@huroncohealth.com