

Nutrition and Physical Activity Healthy Communities Coordinator

ORGANIZATIONAL APPOINTMENT: Philadelphia City Planning Commission.

NUMBER OF POSITIONS: 1

GENERAL POSITION DESCRIPTION: The Healthy Communities Coordinator (HCC) will incorporate active living considerations into decision-making and prioritization for neighborhood development. The HCC will participate in all elements of the planning process, including public outreach, education, mapping, and the eventual production of new physical plans for each of the planning districts. S/he will also ensure that City Planning Commission staff receives training in Health Impact Assessments and pedestrian and bike facility design.

The HCC will work closely with the Executive Directors of the City Planning Commission and the Zoning Code Commission as the City's new zoning regulations are developed over the coming year. S/he will attend the weekly all-staff meeting convened by the Nutrition and Physical Activity Program Manager.

The HCC will be able to work independently with minimum direction and supervision; communicate effectively, both orally and in writing; prepare visual presentation materials; effectively coordinate efforts across multiple City Department and Agencies to expedite project delivery; establish and maintain effective working relationships with City employees and outside agencies. This position may require work during non-business hours in a variety of locations in and around the City.

This position reports to the Director of Community Planning, Philadelphia City Planning Commission.

SPECIFIC ACTIVITIES

The Nutrition and Physical Activity Healthy Communities Coordinator will accomplish the following:

- Participates in all elements of the planning process and makes recommendations to implement the eventual production of new physical plans for each of the planning districts.
- Ensures that the City Planning commission staff receives training in Health Impact Assessments and pedestrian and bike facility design.

REQUIRED QUALIFICATIONS

- Completion of a Master's Degree Program at an accredited college or university in City and Regional Planning, the social or behavioral sciences, education, social work, public health, public health administration, or a related field.

NOTE: Two years of relevant work experience may be substituted for a Master's degree.

RESIDENCE REQUIREMENT

- Must establish his or her bona fide residence in Philadelphia within six (6) months of his or her appointment, and must thereafter maintain bona fide residence in Philadelphia.

SALARY

- Salary range is \$44,000 – \$56,000, and is commensurate with experience and qualifications.
- This is a temporary two-year position contingent on the availability of continued grant funding.

QUALIFIED APPLICANTS: If you are interested in applying for this position, please contact Health Human Resources Recruitment Manager, Sheryll T. Harris at: cityhealthjobs@phila.gov. The position will start approximately February 26, 2010 and is contingent upon our receiving grant funding from the CDC, which will be announced in late January 2010.