

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: **MVP Grant Coordinator** **#J2024 – 0014 Posted 10/28/24**
DEPARTMENT: Board of Health Office of Prevention and Outreach **Posting Expire: 11/12/24**
HOURS OF WORK: 18 Hours/Week, Flexibility include some evenings and weekends
SALARY: \$40/hour, 2 Year-Grant Funded

BASIC FUNCTION:

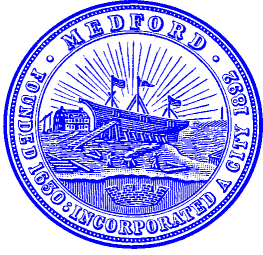
The Coordinator for the MVP Strengthening Medford Connects Action grant. Grant Coordination includes overseeing the day-to-day management of grant tasks, and ensuring all deliveries are completed on time and within budget. These services involve coordinating meetings, handling grant reporting, budget tracking and reimbursements, and supporting various project initiatives.

SUPERVISION RECEIVED:

Works under the general direction of the Manager of Outreach and Prevention and Director of Public Health in the City of Medford Health Department, and in accordance with the applicable provisions of the Massachusetts General Laws.

RESPONSIBILITIES:

- Grant Coordination: Ensure grant deliverables are met within established timelines and budgets
- Attend Medford Connects meetings & document grant accomplishments. Meet one-on-one with staff to go over specific deliverables.
- Report MVP grant progress and updates to the state coordinator.
- Track MVP grant budget and file MVP reimbursements.
- Grant Communication: Work with the Communications Specialist on MVP grant communications, including the quarterly newsletters and the public-facing yearly report.
- Event Coordination: Co-organize Medford Connects partner events, welcome events (resource drives) and job/career fairs with OPO Manager and Health Equity Coordinator.
- Support Resilience Theme Coordination:
 - Assist in developing social resilience them work plans and tracking and reporting progress on work plans.
 - Assist in implementing social resilience evaluation plans, such as data collection and tracking.
 - Support Vendor Deliverables
 - Support the Social Resilience Consultant in developing the Interdisciplinary Coalition Building Guide and the Community Liaison Model Guide.
- Ensure support vendors, specifically the Marketing Consultant, the Website Experience Consultant, and the Project Evaluator, fulfill their deliverables.
- This position is NOT remote and is responsible for their own transportation and transportation costs. This position may require evening work and/or work on weekends.



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EDUCATION & EXPERIENCE:

Minimum Qualifications:

- 1-3 years of experience in grant coordination or project evaluation.

Preferred:

- Bachelors Degree in a relevant field
- Masters degree in Public Health, Human Services, or Social Work, or a related field is preferred for candidates handling reporting and evaluation tasks.
- Experience with basic financial tasks: A background in handling invoices, purchase orders, working with spreadsheets, and managing budgets would be essential.
- Experience community organizing and/or advocating.
- Ability to work cross-culturally with diverse populations and adapt programs to meet varying needs.
- Experience in collaboration and partnership-building with schools, community organizations, and municipal partners.

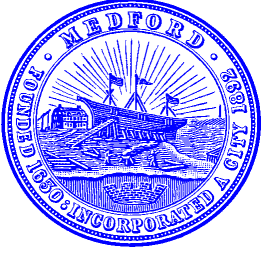
KNOWLEDGE:

- Proficiency in Microsoft Office Suite, especially Excel, for spreadsheet management.
- Attention to detail and organizational skills, especially when tracking financial and payroll data.
- Ability to summarize and express concerns and opinions of the community;
- Ability to work effectively and independently with diverse community members;
- Ability to facilitate community listening sessions, discussions, and meetings;
- Self-driven, proactive with the ability to work effectively and independently;
- Proficiency with networking, zoom, social media, and other outreach methods; Skills:
- Strong Interpersonal skills, advocacy, critical thinking, communication, active listening, time management, collaboration, and cultural competence.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- While performing the duties of this position, the contractor may be required to sit, communicate, read, write, and listen, while in person, by telephone, or online. There are no specific vision abilities required by this position, but the contractor may be required to read and operate equipment as necessary during the work assignment.
- Work outside of the office environment at community sites, and occasionally in a standard indoor office environment. The noise level in the indoor office environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155



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**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.