



Job Posting

Position Title: Community Project Coordinator for the Medford Health Matters coalition.

Position Description: Medford Health Matters' mission is to foster an environment of health and wellness for all those who live, learn, work and play in the City of Medford. Its primary goal is to reduce substance abuse among the youth living in the city.

Some of the responsibilities include:

- Energizing different sectors in the community around the public health issues facing the city, including substance abuse.
- Facilitating and organizing the different taskforces and committees.
- Coordinating the projects that are happening in the coalition.
- Overseeing and supporting a team of youth leaders.
- Keeping members and the community up-to-date on activities.
- Work to keep the process fun, rewarding, and meaningful.

Qualifications: Able to motivate individuals to get things accomplished; has a working knowledge of action planning and project management; able to facilitate small and large groups; works well both independently and in teams; and has experience working with teens.

Professional qualities should include: high energy, open to change, self starter, innovative, well-organized, problem-solver, strong computer skills, a team player, and a positive attitude.

Education in a related field preferred. This is a full-time position with excellent benefits from the Greater Lawrence Family Health Center (www.glfhc.org) the parent organization of the Northeast Center for Healthy Communities (www.nc4hc.org). To learn more about Medford Health Matters go to www.medfordhealthmatters.org. The Northeast Center is highly committed to training and supporting its staff in order to raise them to their greatest potential.

To apply, send a cover letter and resume to: jryan@glfhc.org

Or mail to:

Jim Ryan
Director
Northeast Center for Healthy Communities
One Canal St
Lawrence, MA 01840

No calls please.