
Job Title: President of Medford Health Matters

Reports to: Medford Health Matters Board of Directors

Job Responsibilities:

- Develops agenda for the Board of Directors meetings in coordination with the Coordinator;
- Facilitates of the Medford Health Matters Board of Directors meetings;
- Liaison to key community leaders;
- Informs and communicates with the Board of Medford Health Matters;
- Attend appropriate workshops and trainings;
- Facilitates decision making process for the Board.
- Calling special Executive Meetings as needed;
- Works in collaboration with the Coordinator in:
 - Implementing programming;
 - In approving all data and press releases released to the community;
 - The development of the coalition;
 - Strategic planning.

Qualifications: At least 5 years experience working in the city. Strong understand of existing systems in the community, connections to key stakeholders, ability to the time commitment needed. Has been part of the coalition for at least six months.