

## Job Description

Position: Community Health Equity Coordinator

Reports to: Executive Director

### **Objective:**

United Way of Windham County seeks a Community Health Equity Coordinator (CHEC) to facilitate support systems dedicated to driving equitable outcomes, identifying and closing disparities, enabling stakeholder collaboration across Windham County, and strategic alignment of equity efforts. They will demonstrate United Way of Windham County's commitment to equity as a strategic and operational priority.

CHEC will demonstrate consistent communication, coordination, and collaboration to drive greater awareness of health equity outcomes, strengthen community-wide movements for equity, encourage leadership at all levels to advocate for equity and inform grantmaking and resource allocation that drives equity health outcomes.

The CHEC position is grant funded by Vermont Agency of Human Services/Department of Health. Grant end date is May 31, 2023.

### **Salary and Benefits**

Compensation is \$28 per hour. Position is a full-time (37.5 hours) hybrid-remote position. Health Insurance, IRA match (3%), Health Savings Account, and Combined Time Off offered.

### **Essential Roles and Responsibilities:**

- Manage United Way of Windham County health equity grants, including reporting, invoicing, and stakeholder/partner coordination
- Build and sustain relationships that advance health equity initiatives across Windham County
- Coordinate, facilitate, and provide technical assistance to community stakeholders and partners
- Develop, implement, and support a framework to build agency capacity to ensure that UWWC is a highly effective organization that operates with the social determinants of health and social justice as guiding principles
- Work to ensure that the health outcomes of people who live and work in Windham County are not negatively correlated to their identity group status – such as race, income-level, gender identity/expression, etc.
- Create measurable health equity goals that align with UWWC's strategic plan

**Brand Steward:**

- Act with integrity and strong ethics to foster trust at all levels (personal, market, and societal)
- Internalizes the meaning and commitment of United Way and consistently act according to its values and purpose.
- Accountable and transparent with all stakeholders.

**Shared Responsibilities:**

- Act as a United Way of Windham County ambassador.
- Organized, creative, highly analytical, excellent verbal and written communication skills effective in a broad diversity of audiences.
- Demonstrate ability to work effectively and as part of a team
- Must be able to effectively multitask while managing details.
- Must be able to work independently and be self-motivated.
- Perform other duties, special projects and responsibilities as required.

Diversity and inclusion are at the heart of what it means to LIVE UNITED and advance the common good; to be a diverse and inclusive system is fundamental to achieving our mission and vision. United Way of Windham County is committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the organization.

To apply send cover letter, resume, and three references to: [info@unitedwaywindham.org](mailto:info@unitedwaywindham.org) or to United Way of Windham County, P.O. Box 617, Brattleboro, VT 05302.