

# JOB DESCRIPTION



**Job Title:** Project Specialist  
**Reports To:** Project Director  
**Status:** Full-Time, Exempt  
**Salary:** DOE + Benefits

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*Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations may be provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and may be required to submit to tests to screen for illegal drug and alcohol use prior to employment.*

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## ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *One Healthy Fresno* for everyone.

## POSITION DESCRIPTION

Under the supervision of the Project Director and in coordination with the Project Manager, the Project Specialist provides support in project planning and implementation and coordinates day-to-day tasks. The Project Specialist works on multiple project teams simultaneously. The Project Specialist is responsible for building and supporting the leadership of community members. The Project Specialist is an inspiring leader capable of coaching, mobilizing and motivating community residents and partner organizations. The Project Specialist is the point person within Fresno BHC for all grassroots efforts and coordinates with stakeholders and partners to maintain coalitions and build new partnerships. The Project Specialist is expected to lead the completion of a variety of special, and/or technical tasks, reports and other related activities, many which involve an in-depth knowledge of a wide range of policies and systems.

## RESPONSIBILITIES

1. Carryout day-to-day aspects of assigned campaigns and projects, including but not limited to; neighborhood canvassing, building, and supporting a base of engaged community members, presentations, and related activities to ensure effectiveness and sustainability of Fresno BHC campaigns and projects.
2. Organize community mobilization efforts.
3. Create and maintain project plans and timelines, including determining tasks, due dates, and milestones in concert with the PM/PD.
4. Actively participate in assigned community initiatives and represent Fresno BHC in coalitions and collaboratives.
5. Participate in development of agendas for external workgroups and internal project teams for project specific meetings; prepare meeting materials and records minutes and team progress.
6. Serve as a compelling – and, when necessary, provocative - spokesperson for community identified priorities and approaches to address social determinants of health.
7. Facilitate meetings and provide training and support to individual leaders and partner organizations with respect to outreach, engagement and recruitment, campaigns and strategic communications, etc.
8. Plan and implement special events; follow-up with participants and volunteers to acknowledge their

- participation and develop rapport.
9. Serve as a cultural broker by informing partners/stakeholders about culturally appropriate ways to engage individuals and communities from different backgrounds.
  10. Effectively communicate with partners and stakeholders regarding Fresno BHC related activities and ensure that all partners receive timely communications.
  11. Work with the communications team to develop compelling and accurate materials and disseminate information.
  12. Research, analyze, report and communicate on public health, social determinants of health, community organizing and related policy matters.
  13. Organize and maintain project files and databases.
  14. Produce a variety of project documents, summaries, reports, proposals, and/or literature that document ongoing results.
  15. Adhere to work plans, follow up on collaborative tasks, and assist with the preparation of regular progress reports.
  16. Assist with qualitative data collection (interviews, focus groups) and qualitative data analysis.
  17. Assist with proposal submissions and required reports by collecting and compiling all necessary information.
  18. Participate in assigned local, regional, and state meetings, events, and activities related to Fresno BHC efforts.
  19. Promote and support the overall work of the Fresno BHC.
  20. Maintain flexible hours as some meetings and program activities may occur outside normal office hours, on weekends, and in various locations.
  21. Travel as needed.
  22. Other duties as assigned.

## **REQUIREMENTS**

The Project Specialist must be able to work with diverse cross-sections of people and serve communities with varied economic, social, racial, and cultural backgrounds. The Project Specialist enjoys a challenge, is passionate about the work, and committed to excellence. The Project Specialist is confident with a high energy level; self-motivated and thrives in a team environment. The Project Specialist must be detail oriented, highly efficient and able to manage several projects at once.

The Project Specialist must be a graduate from an accredited college or university with a bachelor's degree in a related field; with a minimum of two years' experience directly related to community engagement, in lieu of degree, the candidate must demonstrate at least five (5) years of strong and successful experience directly organizing community members and achieving positive policy and systems change.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks and LiveScan fingerprinting and must be able to occasionally lift up to 50 pounds.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Must be flexible and adaptable; creative thinker and problem solver who is also open to the insight of others.
3. Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality.
4. Strategic thinking and orientation abilities, including solid planning and organizational skills; attention to detail.
5. Ability to understand and carry out oral and written instructions; demonstrated ability to prioritize multiple work tasks and meet deadlines.
6. Strong listening, interpersonal, networking, and customer service skills; demonstrated ability to develop and maintain effective working relationships.
7. Ability to work both independently and as a member of a team.
8. Ability to communicate effectively, clearly and concisely; prepare timely, proper, clear and concise comprehensive reports, summaries, abstracts, correspondence and other documentation.

9. Capable of effectively representing Fresno BHC and making strong, compelling presentations to diverse audiences, facilitating and managing meetings and community conversations based on collaborative and participatory models, both within and outside of the organization.
10. Ability to gather, interpret and organize data; translate policies, plans, and designs into language understandable by the general public.
11. Demonstrated commitment to social justice, strong analysis of systemic oppression based on race, class, gender, sexual orientation and gender identity, and an understanding of challenges facing communities of color and low-and moderate-income families.
12. Must possess an understanding of prevention, policy, systems change and cultural humility.
13. Working knowledge of principles and practices of community organizing, participatory training, conflict resolution, planning and evaluation, and research techniques; campaign, community or other organizing experience is an absolute necessity.
14. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet and web-based applications, proficiency in Microsoft Office Suite and Adobe products.
15. Ability to speak, read, and write a second language common in the Central Valley is highly preferred.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move items weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Frequently, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing at community events and/or moving and distributing educational materials. The employee is frequently required to meet multiple demands from several people.

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the organization. However, regular attendance and promptness are considered part of each employee's essential job functions.*