

POSITION DESCRIPTION

FIELD COORDINATOR

The Access Project would like to hire a field coordinator to provide support and assistance on children's health issues to selected communities participating in the project. The Access Project, a national initiative of the Robert Wood Johnson Foundation, seeks to improve the health of our nation by assisting local communities in developing and sustaining efforts that promote universal healthcare access, with a focus on people who are without insurance. Support for this position is provided through a grant from the Annie E. Casey Foundation. The Access Project is a national program affiliated with Brandeis University's Heller School with offices in downtown Boston.

Responsibilities:

1. Manage high level of communication and information sharing between The Access Project, the Annie E. Casey Foundation, and other national children's health related projects.
2. Respond to requests for assistance and information on children's health issues from local sites.
3. Support and monitor progress of assistance at selected sites.
4. Provide support on health access issues to selected sites funded through the Annie E. Casey Foundation.
5. Offer local sites assistance and training on outreach, coalition building, organizational development, strategic planning, and sustainability
6. Provide sites with support to collect information needed to describe and document children's health access issues.
7. Assist research staff in the description and documentation of successful community efforts, especially where consumers have taken a leading role.

Qualifications:

1. Considerable community organizing and coalition building experience, preferably related to children's health care access issues.
2. Excellent written and verbal communication skills: computer literacy required.
3. Demonstrated ability to establish and maintain systems to track, update and share information from a variety of sources.
3. Ability to impart complicated technical information in easy-to-understand language.
4. Experience conducting trainings for community members.
5. Ability to work respectfully with persons from varied ethnic, cultural, and/or economic backgrounds.
7. Demonstrated ability to provide assistance/support to local organizations or coalitions.
8. Willingness to travel extensively throughout the country.
9. BA degree required; MA in community studies, public health, planning, or related field preferred.

Applicants should send resume and cover letter to:

The Access Project
30 Winter Street Suite 930
Boston, MA 02108

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5/25/99