

## PROGRAM COORDINATOR

Spokane, WA

EHF envisions health as a fundamental human right and boldly advances health equity in Eastern WA and beyond. Our work involves listening deeply and being with people in their own context to affirmatively open paths to access for people who have been excluded or under-represented. We seek to co-create conditions for people who are most affected to define what is needed and important. We want to operate from the perspective of people who have been marginalized and most impacted and, therefore, prioritize centering those voices at each step and each aspect of our work. We believe that health is about more than just medicine; health outcomes are influenced by external factors such as the availability of resources to meet daily needs like food and shelter, access to quality education and job training, access to job opportunities, and access to develop wealth. Our work is aimed at addressing equity, investing in sustainable systems change that results in healthier, more vibrant communities for all.

### Job Summary

EHF has an opportunity for a Program Coordinator who is team-oriented and supports the development and operation of health improvement initiatives for the Families Together Focus Area and work in a team environment with the other Focus Areas. The ideal candidate will have demonstrated experience with racially marginalized communities. The Families Together work is steeped in finding solution-centered frameworks for diminishing family separation. We acknowledge racism is a root cause of disparities in social, justice and health equities. We seek what is possible in working to dissolve, in ourselves and in systems, the influences that interrupt access and the chance to build community. The approach involves working from the perspective of those most impacted, listening, engaging, and positioning the assets of the Families Together team and EHF as a resource in systemically changing how families access health services.

This position assists the Program Director and Program team with organizing and implementing activities by communicating opportunities and current state of projects. Responsibilities include regularly examining the ways our own worldview and view of ourselves and others have been influenced by our socialization and conditioning to inform strategic investments, establish community relationships, coordinate meetings, resources, equipment, and information. The Program Coordinator assists the program team with organizing and implementing activities by communicating opportunities and current project(s) status. The Project Coordinator handles projects with the goal of seeing them through on time and within budget. This role ensures projects run smoothly by managing workflow, scheduling assignments, evaluating the course of the project, and reporting its status to the management and stakeholders.

### Essential Job Functions

- Ensure effective internal and external communication through clear, professional written and verbal interaction.
- Responsible for tracking of expenditures in accordance with the targeted results and objectives as approved by the Board and external funding partners.
- Produce reports and developing data visualizations, responding to inquiries, and maintaining records, grant histories, files, calendars, and contacts.

- Support teams of consultants, grant writers, and providing management support for outside entities and grant recipients.
- Support research projects and community outreach. Understand health-related needs and equity efforts of the community, the non-profit ecosystem, and the strategies that the Foundation undertakes to effect change.
- Coordinate the implementation of strategic and responsive initiatives in line with the measurable, targeted results approved by the Board.
- Assist with the development and successful use of the EHF grants management system, including training co-workers and committee members.
- Organize convenings and other special meetings and events.
- Work collaboratively with other staff to identify and develop cross-portfolio collaboration.
- Attend relevant conferences, continuing education courses or trainings.
- Attend events and programs related to grant recipients, potential partners, and philanthropy.
- Other Duties as Assigned.

### Qualifications

- Bachelor's degree from an accredited four-year college or university, may substitute relevant experience;
- 2 - 3 years' experience preferably in volunteer, organization, or community work that prioritized and centered voices of marginalized persons and communities;
- Demonstrated successful track record of working with BIPOC and other marginalized communities preferred;
- Proven ability to track program results preferred.

### Required Skills

- History of work in communities experiencing social, racial, and health inequities;
- Strong project coordination skills and experience;
- Ability to prioritize, manage and follow up on multiple priorities and action items independently while meeting deadlines;
- Strong organizational skills and time management;
- Expert stakeholder relationship building skills;
- Strong research skills;
- Excellent attention to detail and follow-through, including proofreading and editing;
- Ability to demonstrate flexibility with changing priorities;
- Ability to handle confidential information in a professional manner;
- Evidence of being a team player and supportive colleague with strong interpersonal skills;
- Ability to work in a high-pressure, fast-paced environment and is energized by making order out of chaos;
- Ability to navigate complex cultural environments.

Please send a resume and cover letter with your salary requirements to Rebecca Johnston at [rebeccaj@empirehealthfoundation.org](mailto:rebeccaj@empirehealthfoundation.org). EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.