



## BRISTOL HEALTH EQUITY ZONE

...A Healthier Attitude



### EMPLOYMENT OPPORTUNITIES

Join the HEZ Team! The Bristol Health Equity Zone is seeking detail-oriented and self-motivated individuals who are interested in making a difference in the community. The Bristol HEZ brings together existing organizations, stakeholders, and partners who are focused on the health and well-being of the community into a formal, sustainable collaborative. The Bristol HEZ is funded by the Rhode Island Department of Health and operates in association with the Town of Bristol from the Quinta-Gamelin Community Center on Asylum Road. For more information, please see <https://www.bristolhealthequityzone.org/>.

#### **Overall Desired Qualifications for both opportunities:**

- Knowledge/experience of health equity
- Experience/Knowledge of Bristol's diverse community, seniors, as well as residents with low to moderate-income levels
- A resident of Bristol or surrounding communities

*There are two open positions. Applicants who possess qualifications for both positions are encouraged to apply. These two positions can be bundled!*

#### **FISCAL DIRECTOR**

##### **Requirements:**

- Demonstrated fiscal management experience

##### **Key Responsibilities:**

- Develop budget narratives, tables, and analysis to accompany Scope of Work to RI DOH
- Manage grants through grant closeout. Grant writing experience a plus.
- Coordinate finance activities with the Town of Bristol Deputy Treasurer
- Review and oversee monthly reimbursement requests to the state

**Start date:** Training to begin in June, full position starts July 1, 2021

**Compensation:** Up to \$30/hour for 15 hours/week, flexible scheduling

#### **MARKETING/SOCIAL MEDIA COORDINATOR**

##### **Requirements:**

- Demonstrated marketing and grant acquisition/management experience

##### **Key Responsibilities:**

- Coordinate and grow marketing opportunities
- Manage Social Media platforms
- Update websites

**Start date:** July 1, 2021

**Compensation:** Up to \$25/hour for 10 hours/week, flexible scheduling

Don't forget—Applicants who meet the qualifications for both positions are encouraged to apply as the positions can be bundled.

**To apply:** Please send cover letter, resume, and the names and contact information of two references by **May 5, 2021**, by email to [hezteam@bristolhealthequityzone.org](mailto:hezteam@bristolhealthequityzone.org) or by U.S. mail to "HEZ Job Openings" to Bristol Health Equity Zone, c/o Town of Bristol, 10 Court Street, Bristol, RI 02809. Thank you! The Bristol HEZ is an Equal Opportunity Employer.