



Partnering for a healthy community



Bristol Health Equity Zone Coordinator Job Description

Desired Skills/Qualifications:

- Experience working in the community
- Experience leading groups
- Strong verbal, written and digital skills required
- Ability to think creatively
- Highly organized and accountable
- Independent, self motivated worker
- Possess strong computer skills
- Knowledge of Bristol

Duties:

- Oversees working group leaders
- Facilitates working groups (as necessary)
- Runs collaborative and steering committee meetings
- Participates in all statewide HEZ meetings
- Serves as point of contact with Project Officer and coordinates necessary meetings with Project Officer and Program and Fiscal Director
- Works together with Fiscal Director and Program Director on grant applications
- Coordinates reporting with support of Fiscal and Program Director
- 20 hours per week (mostly working from home/flexible)

Bristol Health Equity Zone
A Bristol Parks and Recreation Initiative
Quinta-Gamelin Community Center
101 Asylum Road, Bristol, RI 02809