



# Lower Hudson Valley Perinatal Network

Serving Dutchess, Putnam, Rockland & Westchester Counties

**JOB OPENING: *Please Post***

## **POSITION DESCRIPTION HEALTHY FROM BIRTH FOR LIFE PROJECT MANAGER (Full-time position available August 2008)**

**Reports to:** Lower Hudson Valley Perinatal Network Executive Director

### **Position Summary**

The Healthy From Birth For Life (HFBFL) Project Manager is responsible for planning, coordinating and implementing program activities to carry out the mission of the Lower Hudson Valley Perinatal Network and fulfill work plan objectives and requirements of the Healthy From Birth For Life contract.

The HFBFL project is a Social Health Marketing Campaign aimed at improving birth outcomes in 2 high-risk communities in Westchester County (Mt. Vernon and Peekskill). The campaign will encourage youth to engage in healthy behaviors early in life that reduce the incidence of preventable chronic diseases such as diabetes, heart disease and obesity.

### **Duties and Responsibilities**

- Assumes lead coordination role for activities under the Healthy From Birth For Life contract. Works as a team with the Lower Hudson Valley Perinatal Network Executive Director, Lower Hudson Valley Perinatal Network Medical Director and New York Medical College School of Public Health Epidemiologist to implement the Healthy From Birth For Life project.
- Manages and oversees work plan activities to ensure timely implementation and completeness. Assumes the major responsibility for scheduling and planning for campaign and program activities.
- Leads the development and implementation of all marketing and advertising activities.
- Develop and implement plan to recruit and maintain youth participation in the project.
- Manages the implementation of educational sessions for project youth and volunteers.
- Develops a system for effective deployment of youth and volunteers conducting community surveys.
- Represents Healthy From Birth For Life and the Lower Hudson Valley Perinatal Network in the community.
- Performs other duties as requested.



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## **Skills and Qualifications**

Master's Degree OR Bachelor's degree with two years work experience in a health or human service agency, including community organizing/outreach, health promotion/prevention or related experience.

- Experience in program planning, implementation, evaluation and reporting.
- Demonstrated ability to organize project details and tasks.
- Highly effective oral and written communication skills.
- Experience working with adolescents.
- Familiarity with the youth development approach.
- Demonstrated ability to organize and lead community groups.
- Ability to work in a team environment.
- Demonstrated ability to problem solve while minimizing conflict.
- Ability to relate to a wide variety of individuals.
- Strong computer skills including word processing. Familiarity in working with computer spreadsheets and databases.
- Non-judgmental approach and experience working with racially and ethnically diverse groups.

## **Other Conditions of Employment**

- A valid driver's license and reliable personal transportation is necessary to fulfill job requirements.
- Must have schedule flexibility to include occasional early morning, evening, and weekend meetings/activities.

## **To Apply**

Please send resume, cover letter and salary requirement by July 28, 2008 to Cheryl Hunter-Grant, Executive Director, Lower Hudson Valley Perinatal Network, Maria Fareri Children's Hospital at WMC, 95 Grasslands Road, Rm C2519, Valhalla, NY 10595 or e-mail resume to [hunter-grantc@LHVPN.net](mailto:hunter-grantc@LHVPN.net).