

Job Title	Community Collaborations Manager - Health
Employer/ Agency	United Way of Greater Baytown Area & Chambers County
Job Description	<p>The Community Collaborations Manager will serve as United Way of Greater Baytown Area & Chambers County liaison supporting the initiative entitled Baytown Healthy Community, conducted by MD Anderson. S/He will manage community initiatives strategies by developing, supporting, and helping lead partnerships in Baytown; building trust and strong relationships; facilitating planning, decision, and action; fostering constant communication; connecting and aligning strategies and resources; fostering innovations through the use of shared data, measurement, and accountability and perform other duties as assigned.</p> <p>Essential Job Duties and Responsibilities Develop a strategic community outreach plan to promote community resources and promote healthy behaviors related to cancer risk reduction. Create and maintain an online and print resource guide to promote local resources related to cancer risk reduction. Partner with community providers to increase awareness of health promotion and cancer prevention. Strengthen existing relationships and forge new working partnerships with coalitions, community leaders, service providers, public sector, educational institutions, and other stakeholders to collectively implement strategies. Work collaboratively with the MD Anderson Healthy Communities team and the Baytown Healthy Community's Steering Committee. Identify and execute programs to increase cancer risk reduction. Participate in, coordinate, and/or attend community events such as health fairs or community forums. Conduct community presentations and other needed outreach to residents of Baytown (may include presentations conducted in Spanish). Assist Hearts and Hands of Baytown in the recruitment of sites to host monthly mobile food pantry event. Recruit volunteers to assist with community events. Maintain documentation of program activities and assists in tracking data. Prepare correspondence, forms, manuals, reports, presentations, and other documents as required.</p>
Qualifications	<p>Bachelor's degree in Public Health, Social Work, Urban Planning/Administration, Public Administration, Non-Profit Management or related field. Preferred: A Master's Degree or commensurate experience. A minimum of five years successful nonprofit experience preferred. Experience in applicable public health and programming preferred. Proficiency in Microsoft Office (MS Word, PowerPoint, Excel). Experience in managing professional social media accounts</p> <p>Required Knowledge and Skills. Must have a valid driver's license, automobile insurance, and a reliable vehicle. Bilingual, excellent written/oral communication skills in English and Spanish. Must have a solid understanding of public health and social service programs and systems improving community health. Must have knowledge of and be comfortable presenting information related to the specific project being assigned. Basic written communication skills in Spanish to communicate to patients / patients' families, as needed, to provide them with necessary information. Able to effectively organize and present information in group settings. Able to work effectively both independently and collaboratively. Self-starter. Solid understanding of public health and social service programs. Ability to think strategically with strong ability to execute on plan. Ability to take initiative and be creative in developing solutions. High-energy individual with a positive outlook. Experience in managing multiple complex projects and processes, ideally including grant oversight and monitoring</p>
Salary/Hours	Grant Funded

Employer/Agency	United Way of Greater Baytown Area & Chambers County
Address	5309 Decker Drive
City, State, Zip	Baytown, TX 77520
Email Address	applications@unitedwaygbacc.org
Application Method	Email - applications@unitedwaygbacc.org
Opening Date	Immediate

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