



Lane Coalition for Healthy Active Youth

Job Description

Last revised August, 2010

LCHAY

Lane Coalition for Healthy Active Youth

Position Title: Healthy Corner Stores Coordinator

Hours per week: 20

Compensation: \$14.00 /hour

Benefits: None

Other: Paid holidays and vacation time

Classification: Non-exempt

Responsible to: Executive Director

This is a three year, grant-funded position; with possibility of becoming permanent and/or increasing in hours, over time.

Background

Overweight and obesity in children are significant public health problems. There is an increasing awareness of the role of the retail food environment in the epidemic; and how it shapes food choices and nutrition, especially in lower socioeconomic neighborhoods. Consequently, these communities may experience a greater incidence of obesity and other diet-related diseases.

The Healthy Corner Stores Initiative aims to:

1. **Learn** how neighbors in the pilot areas make use of food sources currently available; and in what ways available food sources influence purchasing behavior.
2. **Understand** how residents cope with limited access to nutritious foods.
3. **Influence** store owners and managers' decision-making regarding product mix, pricing, placement and promotion.
4. **Increase** availability of healthier, affordable options at pilot stores.
5. **Develop** policy recommendations to improve access to healthier, affordable foods in underserved communities.

Summary of Position

The Healthy Corner Stores (HCS) Coordinator will work on all aspects of planning, implementation, evaluation, and data management and collection for this initiative; as well as gather feedback from and disseminate project findings to the community and area decision makers. The HCS Coordinator will receive guidance and direction from LCHAY's Executive Director, the project's research consultant and community partners. The person in this position will represent the organization in the community and may support other LCHAY projects and initiatives.

Essential Responsibilities (to include, but not limited to)

- **Community Outreach, Engagement & Communication:**
 - Work with LCHAY Executive Director, project partners and community stakeholders to help plan, design, implement and evaluate project.
 - Organize and help facilitate communications and meetings of project partners and special populations (low-income housing development residents and others) living near pilot stores.
 - Conduct outreach efforts to maximize community participation in the initiative.
 - Maintain supplies, document project activities, and attend meetings as assigned.
 - Prepare and write articles, reports, presentations, proposals and outreach materials related to project.
 - Collaborate with outside organizations working on similar issues.
 - Attend obesity-prevention, public health, and other relevant events, trainings and conferences to further understand these issues; as well as to build relationships with area partners.
 - Assist with preparation, set-up and delivery of general LCHAY presentations to community and/or policy-makers regarding childhood obesity, this initiative and other related topics.

- **Research & Assessment:**

- Learn about best and promising practices of similar initiatives in other cities and regions.
- Help design and conduct surveys, interviews, listening sessions and focus groups.
- Collect and interpret observational data; gather and document information, support data collection and input, maintain records, and provide summary information.
- Assist in assessments of store shelf space allocation and usage; sales data, and surrounding food resources.

- **Policy & Community Advocacy**

- Monitor, analyze, synthesize and share information from a variety of sources regarding national, state and local level public policy issues relevant to this initiative.
- Prepare policy recommendations and updates.
- Help design and deliver trainings and information to increase capacity for food and nutrition policy advocacy in Lane County.

Qualifications

- Highly organized, detail oriented, responsible and dependable.
- Able to work independently and take initiative while meeting agreed upon goals and deadlines.
- Effective communication skills- written, verbal and active listening.
- Able to work collaboratively, practice effective relationship-building techniques and to empower and motivate people.
- Open to feedback; approachable and able to respectfully interact with project partners.
- Sense of humor, flexibility and willingness to pitch in wherever necessary.
- Experience facilitating community-based projects with low-income communities preferred; knowledge of populations and issues related to the project greatly valued (food security/food access and the effects of poverty and diet-related health conditions).
- Interest in one or more of the following: public health, food & nutrition, poverty-reduction, public policy, advocacy & community organizing.
- Background in program planning, evaluation and research desired; including data collection and analysis, evaluation and assessment, and outcomes measurements.
- Computer proficiency in Word, Excel, PowerPoint and internet research skills required.
- Valid driver's license and ability to travel within the region.
- Hours are mostly during the day on weekdays, but occasional evenings and/or weekends may be required. Some flexibility with regards to schedules and meeting attendance necessary.
- Combination of education, volunteer and/or work experience that demonstrates ability to perform position duties.

How to apply:

Emailed or faxed applications will not be accepted. Please mail current resume, along with a letter describing your interest and experience relevant to this position to:

LCHAY

PO Box 264

Eugene, OR. 97440

Attn: HCS Coordinator

This position is open until filled and may close at any time, when a sufficient number of applications have been received. Interested candidates are encouraged to apply early. Review of applications will begin the week of September 7, 2010.

References will be requested only for applicants who are selected for interview. All applicants providing an email address will receive email notification when the position has been filled.

LCHAY is in an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation or disability.