



PROJECT DIRECTOR – TRANSFORMING COMMUNITIES INITIATIVE POSITION DESCRIPTION

Trenton Health Team and Trinity Health have joined efforts to create a healthier community for Trenton residents through the Transforming Communities Initiative (TCI). This collaborative endeavor seeks to make Trenton a healthier community by reducing the rates of smoking and youth obesity, improving access to nutrition and physical activity opportunities, reducing health disparities, and enhancing community wellness and resiliency.

We are seeking a talented, committed, and passionate individual to join our team and lead this five-year initiative as **Project Director**. The ideal candidate is:

- ✓ A transformational leader with a passion for working in urban underserved communities.
- ✓ A connector with an ability to leverage relationships to achieve impactful community outcomes.
- ✓ Passionate about changing lives through efforts at the community-level.
- ✓ On the cutting edge of population health strategies that can change policy and systems and promote economic revitalization.
- ✓ Understands the critical impact of social determinants and policy, systems, and environment influences on health outcomes.
- ✓ Data-focused and outcomes driven to drive results that impact the quality of life of residents.

About Trenton Health Team

The Trenton Health Team is a community health improvement collaborative serving Trenton, N.J. Nationally-recognized for results achieved over more than ten years of work, the collaborative is an innovative partnership among St. Francis Medical Center, Capital Health, Henry J. Austin Federally Qualified Health Center and the Department of Health and Human Services of the City of Trenton. The vision of the Trenton Health Team is to make Trenton the healthiest city in the state. Our mission is to transform healthcare for the city by forming a committed partnership with the community to expand access to high quality, coordinated healthcare.

About Trinity Health

Trinity Health is one of the largest multi-institutional Catholic health care delivery systems in the nation. It serves people and communities in 21 states with 90 hospitals, 124 continuing care locations — including home care, hospice, PACE and senior living facilities — that provide nearly 2.5 million visits annually. Committed to those who are poor and underserved in its communities, Trinity Health is known for its focus on the country's aging population. For more information, visit www.trinity-health.org.



MAJOR FUNCTIONS:

The Transforming Communities Initiative (TCI) is a five-year program, funded by Trinity Health, being implemented in six communities across the country. It is designed to address policy, systems, and environmental issues that affect health at the population level. The Project Director will work closely with the Director of Development and the Executive Director to implement THT's role as the backbone organization for the TCI program and will have primary responsibility for oversight, implementation, and monitoring of the program.

The Project Director will coordinate day-to-day logistics for the project, serving as primary liaison among the TCI partners and with community organizations and agencies (e.g., social service and faith-based organizations, Trenton schools, and City agencies) where interventions are being implemented, ensuring that data pertaining to project outcomes are gathered with accuracy and in a timely manner, and promoting a spirit of collaboration among TCI partners. The Project Director will also work collaboratively to ensure that effective tracking systems and reports are developed and deployed by THT's data team, including input from all TCI partners.

ESSENTIAL FUNCTIONS:

- Oversees all project initiatives seeking to enact policy, system, and environmental changes supporting healthy choices and lifestyles in Trenton. These changes include:
 - Introducing new or modifying existing community resources
 - Creating new or better pathways to access existing resources
 - Increasing the affordability, accessibility, or appropriateness of existing resources
 - Creating pro-health policies, systems, and infrastructure that support the utilization of community resources.
- Supports the implementation of required interventions pre-selected by the program funder:
 - Tobacco 21
 - Complete Streets
 - Nutrition Standards in Early Childhood Settings (Daycare and Head Start)
 - Breastfeeding Policy Enhancement
 - School Board policy to enhance physical activity in schools
 - Food and Beverage Standards/Competitive Foods Policies
- Performs general program coordination and input to goal setting, including the development and execution of Community Action Plans (CAPs), Media Campaign, and related project budgets.
- Schedules and facilitates regular program meetings, including agenda setting, note-taking, and follow-up on action items.
- Coordinates with partners, THT staff, particularly the Director of Development and data team, to support the development and ongoing execution of agreed-upon evaluation metrics and provide appropriate training, assistance, and support of data collection efforts.



- Serves as the principle point of contact and liaison to TCI partners and other community stakeholders, including regular linkage with the City of Trenton Office Planning to ensure alignment with and incorporation of Trenton250 Master Plan elements.
- Manages all administrative aspects of project-related activities, including: coordination of regular meetings across the TCI partner collaborative; ongoing communication among TCI partners.
- Produces/oversees production of all event-related materials and supplies including but not limited to: brochures, posters, letters, programs, certificates, and name tags.
- Generates and disseminates event correspondence and meeting invitations; coordinates all mailings; maintains contact lists.
- Oversees the project budget and tracks expenses ensuring that all events and materials stay within their allowable budgets.
- Helps to devise and support efforts to secure matching funds as required in the terms of the grant agreement.
- Provides regular status updates and recommendations to the Director of Development regarding budget, schedules, and resource allocation.
- Tracks and drives program participation and monitors project outcomes for reporting within THT, among the collaborative partners, and to TCI funder.
- Ensures all program obligations, milestones, and results are achieved and reported on time to the program funder.
- Participates in the TCI learning community, established by the TCI funder across the six funded programs, including out-of-state travel to the Trinity Health Learning Institute each year.
- Promotes a spirit of collegial partnership among TCI partners.
- Shares the accomplishments and results of the TCI collaborative with internal and external partners via in person reports, written reports, and social media channels.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE

Bachelor's degree required. MPH or similar degree in related subject area preferred. Knowledge about population health and the role of lifestyle choices and social determinants a necessity. At least two years working in a community interfacing role, especially in addressing policy, systems, and environmental issues that affect health. Strong computer experience with proficiency in Google Apps suite, Microsoft Word, Excel, and PowerPoint. Familiarity with data collection methods and approaches. Experience working in the City of Trenton a plus. Spanish fluency preferred.



TO APPLY

Trenton Health Team has retained TMW Human Resources Group to assist in the recruitment and selection for this position. Qualified candidates can apply by submitting a cover letter, describing your interest and qualifications, resume (in Word format), and salary history to: Twoodland@tmwhrgroup.com. In the subject line, please include your last name and position title.

Trenton Health Team is an Equal Opportunity Employer