



## **Health Equity Community Connector**

**Classification:** part-time temporary

**Hours:** 15-20 to hours per week- /flexible/weekends/evenings

**Duration of Position:** Contingent upon funding renewal annually

**Reports to:** Senior Director, External Affairs

### **JOB DESCRIPTION**

#### **About HopePHL™**

HopePHL inspires Philadelphia's children, youth, families and communities to thrive by providing housing, advocacy, and trauma- responsive social services designed to promote equity, resilience, autonomy, and well-being. We are looking for vibrant and compassionate people to join our team! Learn more at [www.hopephl.org](http://www.hopephl.org).

**Program Overview:** HopePHL's Community Based Initiative team responds to community needs and builds on neighborhood assets to help bridge the digital divide, expand mixed-income housing opportunities, stimulate economic growth, build intergenerational wealth, and improve the quality of life for all West Philadelphia residents. HopePHL's Community Connector outreach and engagement leadership development program is a civic and career exploration model designed to cultivate 21st century leaders specifically from Promise Zone communities (Belmont, Mantua, Mill Creek, Powelton Village, Saunders Park, and West Powelton).

#### **Summary:**

A Community Connector serves their community by building relationships with individuals and organizations to drive positive change in their neighborhood. The Health Equity Community Connector assists the NAC Manager with the operation of the Philadelphia Department of Public Health Cardiovascular Learning Collaborative Innovation Program.

#### **Essential Duties and Responsibilities:**

- Assist with tracking referrals coming to us and referrals going out to other partners.
- Train on and assist NAC Manager with helping participants find help on sites like FindYourWayPA and Find Help
- Send feedback survey to participants and collect data.
- Collect data and produce weekly, monthly, and quarterly reports on intake and referrals.
- Participate in HopePHL's Digital Inclusion and Technology class as required to perform tasks.
- Network in the public and private sectors to promote community awareness and engagement and more.
- Promote and communicate HopePHL's programs, services, special events and projects.

- Participate in the Cardiovascular Learning Collaborative Check in Meetings as needed.
- Attend all HopePHL staff meetings, trainings, and professional development.
- Serve as a positive role model, an ambassador for HopePHL.

**Required Education and Experience:**

- Experience with Office365 systems – Word, Excel, PowerPoint, etc.
- Experience and comfort working in a team environment.
- Ability to lift up to 20 lbs, and walk some distance.
- Comfortable with one-on-one in person or phone engagement.
- Proficient in time management, organizational, and team building skills.
- Must be reliable, approachable, and self-motivated.
- Commitment to their neighborhood and health and wellness initiatives.
- Ability to interact positively with a wide range of people.
- Desire to learn from team members.
- Willingness to take initiative.
- Creative and resourceful.
- Punctual and reliable.

**Preferred Qualification**

- Reside in Belmont, Dunlop, Mantua, Mill Creek, Saunders Park, Powelton Village, Parkside or West Powelton or extensive knowledge and experience of those areas.

**Work Environment:**

This job operates inside HopePHL sites and outdoors in all weather conditions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to lift 30 lbs. necessary for installation and removal of appliances. Ability to operate all necessary hand tools to make repairs. Ability to kneel, crouch, climb, crawl, etc. to reach items in need of repairs. Ability to drive to and from job sites.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*HopePHL is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

**To apply, please email your resume to [tdowney@hopephl.org](mailto:tdowney@hopephl.org).**