



Job Title: Healthy Living Program Manager
Department: Public Health
Location: Revere City Hall, 281 Broadway, Revere, MA 02151
Hours: Up to 39 hours weekly, may include nights and weekends
Salary: \$31.50 - \$34.90 per hour. This is a grant-funded position.
Contract: Local 22 Unit B, Group 10

DESCRIPTION:

The Revere Public Health Department's mission is to promote and protect the health, safety, and wellbeing of the city's residents, workers, and visitors. To accomplish this, we work to promote health equity so that everyone in our community has the opportunity to lead healthier lives, raise healthier families, and build healthier neighborhoods. We succeed by leveraging local, regional, and state partnerships, utilizing evidence-based practices, and actively listening to the community we serve.

The Healthy Living Program Coordinator is responsible for strategizing, implementing, and maintaining community-based programs and activities that foster active living and healthy eating.

This position will be based at Revere City Hall but will require travel to a variety of locations within the community. This position will report to the Chief of Health and Human Services or designee.

ESSENTIAL DUTIES:

- Lead the Revere Beach Farmer's Market (RBFM) as the Market Manager
 - o Prepare for RBFM throughout the winter months by:
 - Regularly communicating with the Massachusetts Department of Conservation and Recreation (DCR) to ensure proper permitting has been submitted and approved
 - Staying in close communication with previous vendors
 - Recruiting new vendors by actively outreaching in Revere and surrounding communities
 - Researching and applying for grant funding to bring special activities to the market including entertainment, SNAP Match programing, etc.
 - Developing a schedule for market season
 - Actively updating RBFM social media pages

- Ensuring all vendors move through the licensing process by staying in close communication with Inspectional Services
- Manage the RBFM throughout the summer months by:
 - Ensuring each market is fully staffed, set-up and taken down on time
 - Regularly communicating with DCR regarding issues from previous markets
 - Being on-hand for each market day to deal with customers, DCR, and vendors
- Ensure food justice and equitable access are guiding principles of all market work
- Process payments/invoices and appropriately file paperwork to ensure organized delivery of services
- Maintain and grow relationships with local farmers and vendors to ensure:
 - Produce is sourced from local farms and is meeting the need of the community
 - The availability of culturally and seasonally appropriate goods
 - Appropriate systems are set up for the processing of fees and charges to ensure that local farms are appropriately compensated
- Manage all current accounts related to Farmer's Market including grants and revolving accounts
- Promote and educate Revere residents on state and federal food programming including SNAP, HIP, and other federal food assistance programs
- Manage other food access programming throughout the year including:
 - Community-supported Agriculture (CSA) program with Eastie Farms
 - Mobile Market program with New Entry Sustainable Farming Project
 - Spring Pop-Up Farmers Markets with HYM Properties
- Coordinate and collaborate with City's communication team, Public Health Department, community-based partners including Mass in Motion and Cambridge Health Alliance to ensure health education and outreach for relevant programming is occurring in a timely and culturally appropriate manner.
- Assist in the Community Gardens/Raised Bed Garden program. Coordinate with Mass in Motion and Revere CARES to continue and expand community gardens/raised bed gardening program
- Expand culturally appropriate active living programming throughout the city in collaboration with Mass in Motion, CHA, and other community-based organizations with a focus on BiPOC communities and vulnerable populations. Ensure communication and education about active living occurs regularly through webinars, in-person trainings and educational materials.
- Attend appropriate trainings, conferences, regional meetings, and other events to ensure utilization of the most evidence-based, up-to-date information and techniques are being implemented
- Perform other related duties as required

QUALIFICATIONS:

- Revere residency preferred
- Bachelor's degree in related field preferred
- Experience with SNAP/HIP program preferred
- Exceptional leadership, communication, time management, facilitation, and organizational skills
- Experience in coalition building and/or community organizing
- Experience working with non-profits and community-based organizations

- Means of transportation to visit all parts of Revere including regional cities and towns
- Driver's License required, willingness to drive transit van
- Willingness to work a flexible schedule, including evenings and weekends
- Ability to speak Spanish or Arabic strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Familiarity of Revere neighborhoods, including understanding of diverse cultures and languages spoken in the city.
- Knowledge of MS Office products including One Drive and Canva.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, copier, scanner.

Skills:

- Strong time-management skills. Effective communication skill including written and public speaking.
- Strong problem solving and interpersonal skills.
- Experience in safety, cultural sensitivity, and community outreach.
- Strong ability to delegate appropriately.
- Ability to provide feedback in an empathetic and effective manner.

Abilities:

- Ability to be flexible and adjust to fast-paced environment.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to lift and carry between 10 and 30 pounds.
- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed in a team environment.