



Job Title: Mass in Motion Regional Manager
Department: Health and Human Services
Hours: Variable up to 39 hours per week. May include nights and weekends as needed.
Salary: \$30.58 - \$33.89 per hour.
Contract: Local 2 Unit B, Group 15. Grant-funded.

DESCRIPTION:

Reporting to the Chief of Health and Human Services, the Mass in Motion Regional Manager will work to ensure everyone has access to healthy foods and active living opportunities, while recognizing and addressing the other social determinants of health.

The Cities of Revere and Chelsea are Mass in Motion legacy communities funded by Massachusetts Department of Public Health (MDPH) Bureau of Community Health and Prevention's Mass in Motion Municipal Wellness & Leadership Initiative (Mass in Motion). As Mass in Motion communities, we work to implement municipal and regional practices to address root causes that impact opportunities for active living and access to healthy and affordable food. The cities of Revere and Chelsea along with community partners will collaborate to build on the policy, systems, and environmental change accomplishments of the past 10 years, and share lessons learned to advance this work. Important co-leaders in fulfilling the mission of Mass in Motion are the Revere CARES Coalition and the Healthy Chelsea Coalition. Both coalitions aim to strengthen the health of their communities through a variety of prevention, education, advocacy, and policy efforts.

The Mass in Motion Regional Manager will use practices, based on racial equity principles, including identifying residents with lived experiences, prioritizing policy solutions based on lived experiences, and implementing policy and practice changes in ways that consider and address unintended consequences.

The Mass in Motion Regional Manager will divide their time into the following general categories:

- 50% - Healthy Eating/Food Security Work: In conjunction with the North Suffolk Regional Food Security Manager and the respective Public Health Departments, work to advance the Chelsea and Revere Food Working Groups and the Community Health Impact Funding Opportunity
- 50% - Active Transportation Work: In conjunction with the respective Community Planning departments, work to advance current and future active transportation work

ESSENTIAL FUNCTIONS:

- Co-develop and manage Revere and Chelsea efforts including outreach, logistics, evaluation, and agenda-setting to build participation and decision-making, particularly among underrepresented groups, in shaping policies and projects in Revere and Chelsea.
- Coordinate regional Mass In Motion activities, including gathering and analyzing data about needs and causes related to Healthy Eating Active Living; policy, systems, and Environmental changes, multi-sector partnership and collaborations, grant requirements, development of the Work Plan, progress reporting, record management, and examination.

- Convene and facilitate equity-framed assessment, planning, and prioritization processes to increase access to healthy foods, walkability and local opportunities for physical activity in an urban environment.
- Engage underrepresented stakeholders/residents in planning and implementation of all aspects of the Mass in Motion initiative.
- Work as part of a team to meet and sustain the goals and objectives of local Mass in Motion efforts.
- Prepare agendas, procure supplies, coordinate outreach, facilitate, record minutes, and conduct follow-up on coalition and community meetings including the recently formed Revere and Chelsea Food Working Groups.
- Identify, partner with, and support resident leaders to implement changes in their own communities.
- Support healthy eating and active living activities within the two communities including communications with stakeholders and the region via weekly emails, social media, and appropriate offices with the City's of Chelsea, Revere, and MGH Center for Community Health and Initiatives office.
- Develop and maintain relationships and communications with all stakeholders outlined in the work plan.
- Attend statewide and regional meetings/conferences and trainings as identified by the Mass in Motion program.
- Support the integration of existing healthy eating active living efforts into other municipal departments such as Community Planning & Development, Inspectional Services, and Public Works.
- Collaborate and contribute to the development, writing, implementation, and evaluation of internal and external research projects, as applicable.
- Gain a deep level of knowledge about the community, its people, traditions, customs, and local conditions.
- Remain current in best practices for healthy eating, active living, systems, and environmental changes.
- Collect and report on all evaluative activities associated with MiM strategies.
- Develop messages regarding MiM projects to share locally and externally with other Mass in Motion communities and with DPH.
- Collaborate and/or lead presentations outlining the work to internal and external audiences.

PHYSICAL DEMANDS:

The work does require some level of physical activity including walking up and down stairs on a regular basis as well as standing for long periods of time. Up to two-thirds of the time is spent standing, walking, or reaching with hands or arms. Up to two-thirds of the time is spent using hands to finger, handle or feel objects, tools, or controls. The employee is frequently asked to sit, talk, and listen. Frequently required to lift up to 10 pound; occasional lifting is required up to 30 pounds; seldom required to lift more than 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. With the compactness of space and accessibility, the need to respond to competing needs or resolve conflicts is frequently stressful. Equipment used includes personal computers, office machines, and audio-visual equipment.

QUALIFICATIONS:

- Master's in Public Health; Bachelor's degree and two years of public health-related work experience; or four years of public health-related work experience in food systems.
- 2 years of experience in public health, food systems, food justice, transportation accessibility, urban planning, public policy, advocacy, coalition, or community organizing.
- Bi-lingual skills in English, Spanish, Portuguese, and Arabic are preferred.

- Knowledge of the concepts of policy, systems, and environmental changes as applied to healthy eating and active living.
- Knowledge of cultural competence and addressing disparities.
- Demonstrated commitment to social and racial justice and equity.
- Experience managing and prioritizing multiple tasks and/or projects.
- Demonstrated communication skills, including the ability to listen deeply and respond respectfully across differences in power, privilege, culture, and language.
- Familiarity with planning and technical assistance tools that promote access to healthy food, physical activity, and sustainable communities.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge:

- Knowledge of comprehensive community-based initiatives to increase healthy eating and active living

Abilities:

- Demonstrated ability to:
 - Work productively with diverse constituents to achieve intended results
 - Facilitate community ownership of project activities
 - Develop ideas into action
 - Conduct efficient meetings and facilitate community input; maintain motivation and attendance of a workgroup.
- Strong sense of strategy and awareness of political will.
- Ability to translate theoretical frameworks into community action.
- Ability to see the big picture while attending to on-the-ground details.
- Ability to work independently with good judgment about when to seek support.
- Detail-oriented with excellent communication, organizational, and writing skills.
- Strong administrative, management, and organizational skills.
- Basic understanding of the pathology of hunger, obesity, and lack of physical fitness.
- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to communicate and converse effectively in real-time with people from multiple backgrounds and cultures.
- Be able to work independently and as part of a team.

Skills:

- Skilled in Google Office Suite and Drive applications.
- Skilled in MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Skilled in operation of standard office equipment, e.g., computers, fax, phone, printer, photocopier, and scanner.

PHYSICAL ENVIRONMENT:

Work is performed both in office conditions during regular business hours and outside at times in inclement weather. The employee will be required to work during inclement weather conditions such as rain, snow, hot and cold weather conditions. When in an office environment, subject to moderate noise during both regular business hours and on some nights and weekends. Daily interaction with the general public in person, by phone, and/or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

EQUAL OPPORTUNITY EMPLOYER:

The City of Revere is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability protected veteran status or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.