



**POSITION AVAILABLE**

**Position:** Food Systems Project Manager  
**Department:** Health Promotion/Food Systems  
**Office:** Health Promotions

**Posting Date:** December 17, 2021  
**Hours:** Full-time, M-F 8 am - 4:30 pm  
**Starting Salary:** \* *salary commensurate with experience\**  
**C42/1** \* \$27.80 - \$41.75 /Hour \$57,824 - \$86,840/Annual

**Minimum Qualifications:**

- Bachelor’s degree in Public Administration, Health Education; A minimum of five years in health care, three years of public policy/ advocacy, three years of experience in food system, food deserts and food access and 2 years of planning, development, and implementing community-based health promotion initiatives
- Experience with computer applications/Software, including MS Office.
- Current Valid Ohio driver’s license and access to a motor vehicle

**Preferred Qualifications:**

- Certified Health Education Specialist

**Responsibilities include but not limited to:**

- Provides administrative support, content leadership, implementation and operational coordination to projects within the Montgomery County Food Systems Coalition; Serves as a liaison and outreach to community members and various agencies to increase public and professional awareness, cultural, safety and health system factors which impact the understanding of food deserts and limited food access;
- Promotes and increases the commitment and support for action on the Montgomery County Food Systems Coalition; Facilitates strategic planning processes to assist team members in identifying evidence-based prevention strategies; Implements evidence-based strategies;
- Records and maintaining minutes and all other documentation of the meetings and activities, and preparing all necessary reports as required.
- Coordinates the programmatic and fiscal aspects of local, state, and federal grants that support the work of the Coalition by following best practices standards for coalition development and implementation, established by following best practice standards for coalition development and implementation, established by the Community Health Improvement Plan (CHIP) and the Community Health Assessment (CHA); Assures coalitions and CHIP/CHA’s compliance with grant requirements; Assists with obtaining funding for new or expanded projects consistent with the Coalitions and the CHIP/CHA’s goals and objectives.
- Conducts training and other educational-focused sessions in order to increase coalition members’ knowledge of food systems; Develops and implements written coalition communications through marketing materials such as informational brochures, flyers, and other handouts, as well as through social media; Supports and maintains the coalition’s webpage;
- Organizes and coordinates advocacy efforts along with membership involvement or participates in other fundraising efforts to expand operations and strategies; Completes special projects as assigned.
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/ hours.

**PHDMC provides a quality, affordable and competitive healthcare benefits package, including the following:**

- Health, Dental, Vision Insurance, Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)

**How to Apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings).

- Fax, email, or deliver the completed application to Human Resources at:  
Public Health – Dayton & Montgomery County      Fax (937) 496-3070  
117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422      [humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Closing Date to Apply:** January 15, 2022 or until position is filled

**Position is subject to a criminal background check.**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ”)**