



City of Holyoke Office of Planning and Economic Development
Mass in Motion Coordinator
Job Posting Open until July 5th, 2022

Position Summary:

The City of Holyoke seeks an individual for the position of Mass in Motion Coordinator in the Office of Planning and Economic Development (OPED). The position will work collaboratively to plan, implement, and evaluate strategies aimed at improving the health of the community by addressing access to opportunities for leadership, healthy eating, and active living. The coordinator will work alongside partners, to implement and sustain the work of the partnership.

Essential Functions: *(These essential functions or duties listed are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or logical assignment to the position.)*

- Co-development and management of the City of Holyoke efforts including outreach, logistics, evaluation, and agenda-setting to build participation and decision-making, particularly among underrepresented groups, in shaping policies and projects in the City of Holyoke.
- Attend and participate in several advisory boards and community meetings, including but limited to The Bike & Pedestrian Advisory Committee, The Food Equity and Economy Committee, Let's Move Hampden County 5-2-1-0, Valley Bike Advisory Committee, The Holyoke Safe Neighborhood Initiative, and El Corazon Advisory Committee.
- Convene and facilitate equity-framed assessment, planning, and prioritization processes to increase access to healthy foods, walkability, and local opportunities for physical activity in the City of Holyoke.
- Engage underrepresented stakeholders in planning and implementation of in all aspects of strategy planning and implementation.
- 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.
- Conduct assessment and evaluation activities at the program, organizational, and community levels, and write reports to be shared with the public.
- Identify, partner with, and support resident leaders to implement changes in their own neighborhoods.
- Other duties as assigned, including digital media management, promotion, and outreach to support program implementation.

Education, Training and Experience:

*We invite and encourage candidates who do not meet the qualifications stated below to share with us, as part of the application process, how their background, experience and/or practice has prepared them for the responsibilities of this position.

- 2 years of experience in public health, food systems, planning, public policy, advocacy, or community organizing
- Experience working independently and as part of a team
- 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
- Valid driver's license and reliable vehicle

Knowledge, Ability and Skill:

- Demonstrated understanding of the role of policy, systems, and environmental change strategies in changing behavior
- Demonstrated understanding of systems of oppression, how they intersect, and how they affect people in communities
- Demonstrated commitment to social and racial justice and equity
- Bilingual preferred (Spanish/English)



- Familiarity with planning and technical assistance tools that promote access to healthy food, physical activity, and sustainable communities

Physical Requirements:

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to ten pounds. Vision and hearing at or correctable to normal ranges. *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.*

Supervision Scope:

Performs various duties which require initiative in planning, administration, and execution of the department's services:

Supervision Received: Received daily/weekly direction from the Director and Senior Project Manager as required in accordance with department policies and procedures and municipal regulations.

Supervision Given: Helps to supervise interns and contractors when applicable and as required, developing scope of work, direction, assigning tasks and monitoring performance.

Job Environment:

Work is performed under typical office settings; work environment is moderately noisy. Operates computer, telephone, copier and other standard office equipment. Makes frequent contact with the public, municipal representatives, elected officials, businesses, organizations, property owners, consultants, various professionals, agencies, and regulatory bodies as well as contractors and sub-contractors. Contacts are in person, by phone, online, email and in writing via various stakeholder meetings, hearings, and other events. Employee has access to department-related confidential and/or sensitive information. Errors in judgement could result in delays or loss of services, injuries to others monetary loss, and have legal or financial repercussions.

Fair Labor Standards Act (FLSA) status: Exempt (Salary)

Employment Status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday 8:30am-4:30pm with occasional evening meetings.

Pay Rate: \$65,000.00/annually (Professional Supervisors Association Union Member)

Employment Benefits: Health, Dental, Life Insurance, Flexible Spending Account (FSA)

Please send a letter of interest, resume and list of three reference by **July 5th, 2022** email only to:

oped@holvoke.org

Subject: Mass in Motion Coordinator

No phone call inquiries or walk-in applications, please.



The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion sex, sexual orientation, veteran status, or any other legally protected category. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.