



The
HEALTH FEDERATION
of Philadelphia

Job Title: Healthy Schools Specialist

Employer: Health Federation of Philadelphia

Reports to: Reports to the Mayor's Office of Education Director or Deputy Director of Community Schools

FLSA: Non-exempt

Status: Full-time

Supervises: N/A

OVERVIEW

Community schools are public schools where a full-time coordinator works with the entire school community—students, parents, teachers, administrators, service providers, and neighbors—to identify the community's most pressing needs, such as expanded medical services, after-school programming, and job training. The coordinator then works with service providers and City agencies to bring these resources directly into the school. Community schools become neighborhood centers, improving access to programs and services for students, families, and neighbors.

The Healthy Schools component of Philadelphia's Community School Initiative recognizes that active, well-nourished children learn better. Grounded in the Mayor's Office of Education's partnership with the Philadelphia Department of Public Health (PDPH), it works to improve the nutrition and physical activity environments of community schools and to make healthy choices easier. Healthy Schools interventions are evidence-based and community-driven, both grounded in scientific literature and best practices, and developed through genuine engagement with students, parents, teachers, school staff, and community stakeholders at every level.

JOB SUMMARY

The Healthy Schools Specialist will be responsible for program planning and implementation and providing consultation and technical assistance to school coordinators, in support of programs to:

- Increase students' moderate to vigorous physical activity to at least 30 minutes per day.
- Improve community healthy food access, including school food quality and appeal, limit unhealthy outside foods.
- Increase drinking water access and appeal.
- Implement joint-use agreements and other means through which students can enjoy the highest-quality outdoor spaces near their schools and whole communities can take advantage of school facilities that promote physical activity.
- Promote parent and other stakeholder involvement, including through the formation of school-wide Wellness Councils.

- Identify additional community health priorities and strategies to address them.
- Recognize that joy, play and creativity will be central for the success of all of the above.

JOB SPECIFICATIONS

Responsibilities/Duties

- Planning, coordinating and providing trainings, and ongoing coaching/consultation, for school stakeholders implementing Healthy Schools priorities.
- Identifying and developing tools (e.g., draft policies and communication around them, workshops, presentations, marketing materials) to support Community Schools Coordinators and school stakeholders in Healthy Schools work.
- Supporting school-by-school Healthy Schools work, including through material creation and compilation, meeting facilitation, development of resources to support the program, and other hands-on support.
- Running regular Healthy Schools Work Group meetings.
- Cultivating and coordinating relationships with Healthy Schools partner organizations.
- Creating systems and processes to support the Healthy Schools work, including managing meetings and serving as a liaison between MOE and PDPH.
- Developing and implementing internal and external communications strategies.
- Participating in data collection and evaluation.
- Promoting a culture of health and play within the Community Schools Initiative.
- Performing related work as needed to ensure success of the initiative.

Education

- Bachelor's Degree

OR

- Any equivalent combination of education and experience determined to be acceptable by the Mayor's Office of Education, Philadelphia Department of Public Health and School District of Philadelphia.

Skills/Experience

- 2+ years' experience working on a community-driven project
- Past experience in schools, health promotion , or community organizing
- Experience developing and leading trainings, and creating tools and resources
- Proven ability to build relationships and collaborate
- Strong oral and written communication skills
- Ability to problem-solve and be innovate/creative with solutions
- Commitment to community health and public education
- Capability to be flexible and able to multi-task
- A sense of humor

Work Environment:

Standard office setting with extended periods at work station and periodic use of office equipment plus travel to meetings in the Philadelphia area by car and/or public transportation.

Position Type and Work Schedule

Full time, 9 months position, typical hours are Monday through Friday 8:30 am to 5:00 pm. Some evenings and weekends will be required; schedule is set with supervisor.

Travel:

Local travel to multiple sites and community meetings 3 – 4 times per week.

Physical Demands

Ability to transport materials, routinely moves equipment or supplies weighing up to 30 lbs.

Salary and Benefits

Salary: \$65,000

Our employees are our most valuable resource, so we offer a competitive and comprehensive benefits package, which can include:

- Medical with vision benefits
- Dental insurance
- Flexible spending accounts
- Life, AD&D and long term care insurance
- Short- and long-term disability insurance
- 403(b) Retirement Plan, with a company contribution
- Paid time off including vacation, sick, personal and holiday
- Employee Assistance Program

Eligibility and participation is handled consistent with the plan documents and HFP policy.

DISCLAIMER

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains “at will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

The Health Federation of Philadelphia (HFP) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or preference, marital status or any classification protected by federal, state or local law.

TO APPLY:

Send resume and cover letter stating salary requirement to:

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