



HEALTHY MOTHERS, HEALTHY BABIES

Coalition of Georgia

Workforce Development Coordinator

Classification: Non-Exempt

Reports to: Workforce Development Manager

Status: Full Time

Salary: \$47,500 - \$50,000

Your Talent. Our Passion. Shared Vision. Healthy Mothers, Healthy Babies Coalition of Georgia's (HMHBGA) mission is to improve maternal and infant health through our collective advocacy, education, and access to vital resources. Our vision is to realize a Georgia where all thrive with equitable access to perinatal resources and knowledge, responsive to the needs that are reflected in our diverse communities. To learn more about HMHBGA by visiting us online at: www.hmhbga.org.

What we offer. HMHBGA offers its full-time employees a robust benefits package which includes employer-sponsored (80%) health, dental and vision plans as well as a SIMPLE IRA retirement savings plan with employer match. We also offer unique training opportunities, paid holidays, PTO, and telework opportunities for select positions.

Healthy Mothers Healthy Babies of Georgia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Overview: HMHBGA seeks qualified applicants to lend their talents by serving as a Workforce Development Coordinator in our Special Projects and Innovations Department. The department is comprised of three (3) teams, workforce development, perinatal education, and family support. Each team member shares a passion for providing culturally relevant and responsive educational resources and support services to individuals living across the State of Georgia. The coordinator will be a member of the Workforce Development team, reporting to the Workforce Development Manager and working alongside two (2) fellow Workforce Development coordinators. In this role, the coordinator will be responsible for the day-to-day activities of one-two (1-2) of HMHBGA's Building Perinatal Support Professionals (BPSP) program tracks and other continuing education trainings as assigned. The program offers scholarships for individuals to become certified as a doula, certified breastfeeding specialist, childbirth educator or peer support professional with a concentration in maternal mental health. Additionally, the program offers free virtual and in person supplemental classes, mentorship and resources aimed at supporting each trainee in building an equitable and sustainable business.

To be successful in this role, the coordinator will have a strong background in project management, writing, editing, adult education, and facilitation with expansive knowledge of key maternal and infant health topics. Due to the program's hybrid approach, the successful coordinator will also have experience using virtual meeting platforms and updating content on website management platforms. Examples of daily activities include but is not limited to working alongside our academic, community and clinical partners to develop and/or edit perinatal education curriculum, evaluating each element of the program to ensure knowledge growth and client satisfaction as well as working with our internal and external stakeholders to identify trends that will inform future program offerings for the community.

Job Responsibilities:

- Coordinate the effective implementation and timely evaluation of assigned HMHBGA's perinatal workforce development programs, projects, and efforts.
- Providing direct supervision to interns and other assigned team member(s) through strong project design and dissemination of duties necessary to meet both internal goals and those outlined by each related grant funded project(s).
- Accurately synthesize and develop course content based on input from subject matter experts.
- Develop and design educational documentation: participant guides, manuals, course materials, facilitator guides, learning activities, and job aides to enhance the educational content.

- Plan, coordinate and implement activities with BPSP and relevant awareness building activities including but not limited to educational webinars, working groups and coalitions as assigned.
- Assist the Communications team with social media content and marketing strategies.
- Assist the Perinatal Workforce Manager with developing contract(s) with prenatal, perinatal, and postpartum educators to conduct webinars on behalf of HMHBGA.
- Support stakeholders as they work to provide presentations and educational workshops with coordination of hosting of virtual and in person educational sessions.
- Coordinate periodic review of workshop curriculum and evaluation processes in collaboration with HMHBGA team members.
- Attend and/or facilitate internal and external meetings to provide updates on program projects, build awareness and outreach for resources.
- Identify, cultivate, and maintain relationships with key community stakeholders and partners within the perinatal support community.
- Work with the research team and/or Perinatal Workforce Manager to analyze pre/post-test and survey data to assess impact and report outcomes for program.
- Compile and provide monthly reports for the Perinatal Workforce Manager related to project activities, impact, and evaluation.
- Serve as a liaison to several external Coalitions aligned with HMHBGA mission.
- Plan and coordinate regular working group and subgroup meetings.
- Perform other duties as assigned

Minimum Qualifications:

- Must have experience as a Lactation Educator, Maternal Mental Health Specialist, and/or a Certified Doula, with at least two (2) years' experience
- Associate degree in public health, health studies, education or social/human services. High School diploma accepted with a demonstrated track record of four (4) or more years in a comparable role.
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Demonstrated and previous experience with
- Intermediate knowledge of Microsoft Office: Word, Excel and PowerPoint, and Outlook
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Desire to engage in ongoing professional development activities to build competencies and knowledge of perinatal support topics and issues surrounding the work
- Must be willing to travel throughout Georgia (20%-30%)
- Excellent written, verbal communication and interpersonal and organizational skills
- Prior knowledge of maternal and infant health
- Excellent facilitation and customer service skills
- Must be dedicated to improving maternal and infant health in Georgia

Preferred Qualifications:

- Bachelor's degree in public health, health studies, education, or social/human services
- Two (2) years of experience in a non-profit, community centered organization, supporting a maternal health program(s)
- Experience with adult learning and training
- Experience with curriculum development

How to Apply.

Please follow these instructions exactly. Applications received that are not in the correct format will not be reviewed. Please email your current resume and a cover letter expressing your interest **IN A SINGLE PDF FILE** addressed to Thomecia Busby to: thecoalition@hmhbga.org with the subject line: "Workforce Development Coordinator"

Please no phone calls. Only candidates selected for consideration will be contacted