



Title: Program Coordinator (30-40 hours/week)

Reports to: Program Director

Department: Healthy Communities

SUMMARY

The Buffalo Niagara Medical Campus (BNMC) Program Coordinator acts as a change agent that provokes and speeds significant action to make Buffalo a healthier place for all. The primary responsibility is to coordinate the work of a grant funded project, the United States Department of Agriculture's Local Food Promotion Program: Farm to Hospital Initiative (F2H), by working with BNMC's member institutions and community partners of the local food system. This is a 2-year grant funded position with potential for extension beyond that based on qualifications, need, and project success.

The F2H Initiative aims to: create broader economic impact to the regional farm economy; establish enhanced food chain transparency from farmers to distributors to institutions; implement customized crop plans that merge New York State's top crops with institutional demand; increase awareness and knowledge among consumers of local food procurement efforts; and support further development of a campus-wide food culture that promotes health. The BNMC is working under this initiative with a network of local partners including Buffalo General Medical Center, Roswell Park Comprehensive Cancer Center, and local food vendors, farmers, and community organizations. Collaboration with other like-minded organizations in Buffalo is essential.

Other work may be required of this position as needed in the department's other grant-funded programs and focus areas. This may include the Creating Healthy Schools and Communities (CHSC) program, as well as internal BNMC health and well-being events and programming.

The BNMC Team aims to create a healthy, safe, and livable community by making it easier to access nutritious food and active living opportunities for all: employees, patients, visitors, and residents of the medical campus. We actively work towards creating a culture of health and well-being in a place that is primarily known for treating illness. We have an extensive history of working with private and public funders to invest in evidence-based best practices to encourage healthy behaviors for all. For more information please see <https://bnmc.org/health/>.

ESSENTIAL FUNCTIONS

- Travel offsite is expected and required.
- Provide project and programming support for two hospitals, Roswell Park Comprehensive Cancer Center and Buffalo General Medical Center, through implementation of local food procurement plans unique to each institutions' menu cycle. This may include acting as liaison between the two hospitals and distributors and farmers.
- Implement new produce inventory and control systems for distributors and the two hospitals to promote food chain transparency and track the sources of local produce procured from those farms.
- Develop and implement pre-post assessments to measure awareness and knowledge amongst consumers at both hospitals.
- Facilitate yearly professional development, knowledge/skill building, and presentation opportunities for all program participants, including institutions, distributors, and the local farms involved.



- Serve as subject matter expert to the BNMC Communications Lead in developing a campaign to educate consumers (hospital patients, employees, visitors, students, community) about the benefits of local food.
- Represent BNMC Team at offsite events and meetings.
- Correspondence with external vendors for related Healthy Communities programs and events.
- Administer and analyze Healthy Communities surveys.
- Coordinate completion of related grant deliverables and work among diverse stakeholders.
- Perform other duties as assigned.

DESIRED SKILLS

Facilitation/Convening; Consensus Building; Event Planning and Management; Program Planning and Evaluation; Public Relations; Social Design

TEAM VALUES

BNMC is a team environment that fosters intelligent risk-taking to build a community of change makers & develop innovations that advance our city. Core values any member of the BNMC team must embrace include:

- Be inclusive and collaborative
- Drive positive change
- Work on behalf of others
- Imagine possibilities
- Act sustainably and equitably
- Teach, learn from, and respect each other
- Be passionate

ABOUT THE BNMC

The Buffalo Niagara Medical Campus, Inc. (BNMC) is the umbrella organization created in 2001 by the institutions located within the Medical Campus to address shared issues and opportunities. The BNMC is led by a dynamic team dedicated to driving positive change in our community through collaboration and urban revitalization. We support regional development beyond the Medical Campus boundaries as well as the opportunity to enhance diversity and inclusion.

Our organization fosters conversation and collaboration among our member institutions, their 16,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 124-acre space; and works to create a distinct, innovative environment that provides opportunities for entrepreneurship and active and healthy living.

BNMC, Inc. is an equal opportunity employer. Interested and qualified individuals from underrepresented populations and/or who live within a 1-mile radius of the Medical Campus are encouraged to apply. The position includes competitive salary and benefits.

HOW TO APPLY:

Applicants are asked to submit a resume and cover letter to employment@bnmc.org by Friday June 28th 2019. Please note that applications will be reviewed on a rolling basis. We thank all applicants – however, only candidates selected for a follow-up will be contacted. No phone calls please.