



DREXEL UNIVERSITY

Center for

# Hunger-Free Communities

**Job Description: Project Assistant, Building Wealth and Health Network  
Center for Hunger-Free Communities, Drexel University Dornsife School of Public Health**

The Center for Hunger-Free Communities, established in 2004, is a community-engaged research, advocacy and policy center of Drexel University Dornsife School of Public Health in Philadelphia, PA. The goal of the Center for Hunger-Free Communities is to develop innovative, empirically-tested solutions to the challenges of hunger and economic insecurity.

## **Mission**

At the Center for Hunger-Free Communities, we address hunger in all its forms by engaging in partnership with families, researchers, policymakers, and community leaders to:

- Find solutions to hunger and poverty based on science and the human experience.
- Report on the health consequences of hunger and poverty to ensure accountability and enable action.
- Engage those who have experience with poverty as full partners in developing research, policies, and programs that promote health.
- Establish and support opportunities to build peace, nourishment, and a sense of shared community through our research, testimony, and action.

We are committed to freedom and justice through fighting against all forms of oppression, exclusion, and discrimination - including but not limited to racism, classism, sexism, transphobia/homophobia, and ableism - in the world, in our communities, and in ourselves.

## **Posting Summary.**

The Center seeks a Project Assistant to support the work of the Center's Building Wealth and Health Network, a peer-group microfinance demonstration project in Philadelphia's most underserved neighborhoods. The Building Wealth and Health Network (The Network) program is an official TANF demonstration project that seeks to investigate how access to conventional banking, financial literacy, group savings and group support may improve the economic security of low-income parents. The goals of this project are to improve economic security for low-income parents, make a positive impact on family health and well-being, and to transform the existing welfare system.

## ***Essential Functions***

The Project Assistant's role includes, but is not limited to, the following functions:

1. Maintain an effective Network Advisory Council (50%)
  - Facilitate quarterly Council meetings with 25-50 members
  - Facilitate monthly meetings for each of the 4 Subcommittees within the NAC
  - Conduct outreach with advisors including sending meeting invitations and following up on various aspects of the progress of the council
  - Prepare agendas and minutes for all meetings



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- Assist in recruitment of new members into the council on a bi-annual basis
  - Support Advisors in creating clear scope and vision for the Council and their goals
  - Collaborate with Network staff to support the ongoing development of ideas and projects identified through the Council
2. Support the Network's Social Media/Communications engagement (30%)
- Work with the Project Director and Policy Director to manage the Network social media accounts, including Twitter, Facebook, and Instagram
  - Post on Network social media accounts weekly
  - Support the completion of blog posts by Network Staff and Advisors
  - Work with Project Director on various communications materials such as policy and research briefs and other descriptive documents that are shared with the public
3. Project Support (20%)
- Support the Network team in expansion of program at CareerLink and other sites by helping the program team prepare materials for Network classes
  - Administer the Pre- and Post- surveys for the Network classes
  - Support the Program Coordinator in communication with various members of the Network, including answering phone calls and following up with individuals' requests
  - Engage in community events to disseminate information about our program and develop partnerships with other organizations by attending workshops and community meetings.
  - As time permits, continue with the Network stories project by conducting conversations with members and assembling testimonial materials (summaries, quotes, and synopses) in written, audio, and visual format

## **Qualifications**

- Bachelor's degree in public health or a related field (e.g., social work, psychology, sociology) required
- Experience working with low-income community members and adults with limited education and/or low literacy
- Strong interest in maternal/child health, public health, social policy, advocacy, or nutrition
- Understanding of the public welfare system, including TANF, SNAP, WIC and other public benefit programs
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel), data management and filing systems
- Ability to communicate clearly and effectively to a wide array of audiences
- Comfortable with public speaking and presenting work in group settings
- Strong analytical, writing and organizational skills
- Adept at social networking websites (Facebook, Twitter, and Instagram)
- Must have completed IRB mandated research trainings (CITI and HIPAA)
- Good sense of humor, flexibility, and excellent communication skills and writing skills
- Must be able to maintain strict confidentiality of all personal/health sensitive information



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The Center employs the Sanctuary Model in its implementation of programs. The Sanctuary Model is an evidence-supported, trauma-informed practice designed to facilitate the development of structures, processes, and behaviors on the part of staff, clients and the community as a whole that can respond to the wounds of traumatic experiences and extended exposure to adversity of program participants. This person should have some knowledge and/or interest in learning about this organizational culture model.

### Supplemental Information

This is a part-time position that will be located in the Center for Hunger-Free Communities Offices at Drexel's School of Public Health. This position works directly with the Network team and is supervised by the Network Project Director, Falguni Patel.

Drexel University is an Equal Opportunity/Affirmative Action Employer and is proactively committed to diversity and inclusion in all of its policies, practices and services. We are especially interested in qualified candidates who can contribute to the varied diversity and excellence of the academic community, and all of its complements.

Background investigations are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon the University's acceptance of the results of the background investigation.