



## **Healthy Lifestyles Program Coordinator**

*Part-time position*

### **Qualifications and Skills Required:**

- Bachelor's degree in an appropriate discipline.
- Ability to support and encourage community collaboration among a diverse group of stakeholders and community members.
- Strong communication, interpersonal and team building skills, along with a commitment to working in partnership with community organizations, staff, volunteers, and elected officials.
- Strong and proficient writing and public speaking skills.
- Strong organization skills.
- Proficiency in Microsoft Word and Excel.
- Must have experience in or be highly motivated to learn about health education, chronic disease prevention, and organizing community initiatives.

### **Position Description:**

The Healthy Lifestyles Program Coordinator is responsible for the coordination, management, and execution of community-based programming and education supporting healthy lifestyles for all ages in Yancey and Mitchell Counties. He/she will work closely with the Executive Director, Healthy Yancey, and community partners to develop and coordinate initiatives. The individual is responsible for all logistical issues in carrying out healthy lifestyle efforts as well as other duties as assigned.

This position works under the supervision of the Partners Aligned Toward Health Executive Director to achieve objectives relating to healthy behaviors, community education, chronic disease prevention and related issues.

### **Specific Responsibilities:**

Include, but are not limited to:

- Planning, coordinating, and executing health programming including Burnsville Fit Families 5K, Sizzlin' Summer Series, Toe River Racquetees, Summer Food Program, and development of new initiatives.
- Supporting coordination of Healthy Yancey coalition.
- Planning and coordinating physical infrastructure that supports healthy lifestyles, such as parks and trails.
- Working with Executive Director, Healthy Yancey, and other partners to evaluate programs to insure appropriate and efficient use of resources, and provide outcome-related reports.
- Recruiting, coordinating, and managing program volunteers.
- Recruiting program sponsors.
- Ensuring compliance and proper reporting for all relevant grants, including data collection and dissemination.

- Partnering with other organizations in order to foster collaboration and avoid replication of programming efforts.
- Working with staff and community partners to complete effective needs assessments, action planning, and evaluation.
- Supporting staff, partners and volunteers in monthly meetings and at events, programs and outreach throughout the year.
- Writing media articles for newspaper, radio, local business outreach and social media.
- Recording regular Community Close-Up's on WKYK/WTOE.
- Maintaining strong relationships and partnerships in both Mitchell and Yancey Counties.
- Other duties as assigned.

**Additional Information:**

This position may require occasional travel within and outside of the state, evening and occasional early morning meetings, and occasional weekend work. Must be willing to work Saturday mornings during the summer. Must be able to lift and move up to 30 pounds unassisted. Must be able to set up and clean up for activities, including equipment such as tables, chairs, signs, water coolers, and getting equipment to and from storage areas. Must possess a valid driver's license with proof of liability insurance and favorable driving history. Must pass a drug test and criminal background check prior to start of position.

**Compensation:**

Compensation is \$15 per hour, 20 hours per week. Hours are somewhat flexible - must be willing to work Saturday mornings during the summer. Position is part-time. Part-time benefits include flexible work schedule; 12 paid holidays at 4 hours/holiday; 7 days of annual paid time off, accrued monthly; mileage reimbursement; Simple IRA with 3% employer match, eligible after 12 months of employment.

**Please submit resume, cover letter, and contact information for three references to [info@pathwnc.org](mailto:info@pathwnc.org).**