



Healthy Lifestyles Program Coordinator

Qualifications and Skills Required:

- Bachelor's degree in a human services discipline related to public health, health and wellness, and/or human services field, plus at least one year of relevant experience; or Associate's degree in a human services discipline related to public health, health and wellness, and/or human services field, plus at least three years of relevant experience.
- Must have experience in, or be highly motivated to learn about health education, chronic disease prevention, health service delivery, and organizing community initiatives.
- Maintain professional knowledge and understanding of issues related and approaches to healthy lifestyles, chronic disease prevention, community-based work, trauma and resilience, social determinants of health, and equity.
- Strong communication, interpersonal and team building skills required, along with cultural sensitivity and an interest in working in partnership with administration, staff, volunteers, elected officials, community partners, and the community at large.
- Ability to work under pressure and meet deadlines.
- Initiative and ability to work independently (such as community events).
- Carry out work with an approach that respects the dignity, agency, autonomy, experiences, and strengths of persons served.
- Proficiency in Word, Excel, PowerPoint, and social media platforms.
- Strong organization skills and attention to detail.
- Must be able to multi-task and manage and track multiple event details, tasks, timelines, etc.

Additional Knowledge/Skills/Abilities Desired:

- Experience in the implementation of community- or school-based programs.
- Experience teaching or training middle and high school students and designing lessons/curriculum.
- Experience in health, wellness, and physical fitness initiatives and practices.
- Comfort in public speaking and presentations to small and large groups of both students and adults.
- Bilingual in English and Spanish, spoken and written communication.

Position Description:

The Healthy Lifestyles Program Coordinator is responsible for supporting the coordination and execution of community-based programming and education to promote healthy lifestyles and behaviors for all ages in Yancey and Mitchell counties. They will work closely with the Healthy Lifestyles Program Manager, Executive Director, Healthy Yancey coalition, Cougar Fit Club coordinator, and community partners to develop and coordinate initiatives to promote community wellbeing. This position works under the supervision of the Healthy Lifestyles Program Manager to achieve objectives

relating to healthy lifestyles and behaviors, chronic disease prevention, community education, and related issues.

Specific Responsibilities Include but Are Not Limited to:

- Assist with planning, coordinating, and executing health programming, including the Burnsville Fit Families 5K, Sizzlin' Summer Series, Toe River Racqueteurs Tennis Camp, Summer Food Program, and other initiatives.
- Coordinate high school Cougar Fit Club program at Mountain Heritage High School, including physical presence at Cougar Fit Club meetings; mentorship of students; general communication with students, parents/guardians, and the school; leading health education and physical fitness activities; gathering survey data; managing attendance records; and coordinating logistics related to transportation, healthy snacks for participants, and expenses.
- Assist with community education, training, and awareness events (specific focus on chronic disease prevention and healthy lifestyle promotion).
- Coordinate Health Page in Yancey Common Times Journal by securing ad buys from local agencies and organizing monthly health information articles.
- Responsible for certain social media accounts and public relations/communications duties, including writing press releases, conducting radio interviews, general outreach, and assisting with website maintenance.
- Assist with the identification and development of new initiatives, in coordination with Healthy Lifestyles Program Manager and Executive Director.
- Provide support to Healthy Yancey in monthly meetings and at events, programs, and outreach throughout the year, including attending meetings, recording and transcribing meeting minutes, and maintaining attendance records.
- Support diabetes prevention and management efforts, including biannual reporting to the Appalachian Diabetes Control and Translation Project, and assist with the identification of new initiatives.
- Assist with recruiting, coordinating, and managing program volunteers, such as 5K, tennis camp, and Summer Food Program volunteers.
- Assist with ensuring compliance and proper reporting for all relevant grants, including data collection and program evaluation.
- Develop relationships with local key stakeholders and community agencies to foster collaboration and avoid duplication of services and programming efforts.
- Maintain strong relationships and partnerships across multiple sectors in both Mitchell and Yancey counties.
- Other duties as assigned.

Additional Information:

This position has the flexibility for some remote work, but regular in-person, site-based work is a requirement. Hours are somewhat flexible – must be able to work after-school hours for Cougar Fit Club, and most (but not all) Saturday mornings during the summer. This position requires occasional

travel within and outside of the state, occasional evening and early morning meetings, and occasional weekend work. Must be able to lift 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 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. In accordance with the duty of PATH to provide and maintain a workplace that is free of known hazards and uphold public health best-practices, PATH requires all employees to be fully vaccinated for COVID-19 by the first day of employment. As defined by the Centers for Disease Control and Prevention, fully vaccinated at this time refers to the completion of the primary series of COVID-19 vaccines. Accommodation may be made for medical or religious exemptions.

Compensation:

Compensation range is \$18-20 per hour – dependent on education and experience, 40 hours per week. Benefits include 12 paid holidays; 15 days of annual paid time off (accrued bi-weekly); mileage reimbursement; Simple IRA with 3% employer match (eligible after 12 months of employment); \$350 per month Espresa wellness reimbursement benefit; short-term and long-term disability; professional development opportunities; annual cost of living adjustments; and a family-friendly work environment. PATH is a certified living wage employer.

Please submit resume, cover letter, and contact information for three references to info@pathwnc.org.