

EMPLOYMENT OPPORTUNITY

ASSISTANT PROGRAM COORDINATOR (CONTRACTOR) HEALTH & WELLNESS Greater Flint Health Coalition – Flint, MI



Greater Flint Health Coalition is seeking an Assistant Program Coordinator to join our Health & Wellness team.

Overview:

Greater Flint Health Coalition is seeking an Assistant Program Coordinator to join our team in Flint, MI to work in a fast-paced, but rewarding collaborative environment. You will have the opportunity to use your public health, health behavior, health care, and community-focused education and knowledge to improve the factors that affect health by working with multi-sector leaders on multiple health improvement projects and tasks centered in health behavior improvement, prevention, and children's health and wellness.

As an Assistant Program Coordinator in our Health Improvement area, your primary focus will be assisting the Program Coordinator in the implementation of an obesity intervention for both children and their families, as well as adults only. This will include curriculum development, program promotion to physicians, conducting weekly education sessions, and instructing community-based physical fitness opportunities beyond the weekly two hour obesity intervention program.

Primary Responsibilities:

- Assist with the instruction and implementation of community-wide, family based physical activity and/or nutrition interventions such as Commit to Fit! Families and Cooking with Kids.
- Engage residents, businesses, schools, and community-based organizations in health and wellness activities, events, and programs.
- Manage project timelines, activities, documentation, and deliverables while maintaining alignment with multi-sector partner objectives and grant / project work plan requirements.
- Collect and analyze data to inform community needs and project outcomes; assist with planning, implementing, monitoring, and evaluating programs; prepare reports and share best practices with multi-sector stakeholders.

Qualifications & Experience Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's Degree in health or related field.
- Certified Personal Trainer with experience teaching in group settings.

- Experience and a passion for population health, health & wellness, and/or healthcare projects that seek to build alignment amongst multi-sector organizations in a collaborative, team-oriented style.
- Experience creating and managing work plans and time-sensitive deliverables and deadlines.
- Characteristics required for thinking strategically, innovating, and engaging multi-sector stakeholders in a manner that builds alignment and creates measureable improvement in project metrics.
- Ability to integrate a diverse skill set (technical, analytical, theory, research, relationship building) to improve individual and community health status.
- Interest in “big” picture health care or public health issues.
- Mastery of computer/software applications, including Microsoft Office Suite – Outlook, Word, Excel, PowerPoint, etc.
- Excellent interpersonal, written and oral communication skills and an ability to present self in a courteous, tactful, and professional manner.
- Considerate, attentive, and punctual.
- Motivated

Reports to: Health Improvement Project Manager

Job Status:

Contract Position, Part-Time, Monday through Friday with daytime and evening programming as well as occasional weekend events.

Compensation:

Greater Flint Health Coalition’s collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. This is a part time (20 hours per week) contracted position with a flat compensation of \$20/hour over the 14 month contracted position.

About Greater Flint Health Coalition:

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and citizens. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

To apply, please submit the following Application Materials:

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to jobs@flint.org, c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. In the subject line of your email, please write “Assistant Program Coordinator”.

This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

NO PHONE CALLS PLEASE.