

## POSITION ANNOUNCEMENT

### Program Administrator

#### African American Campaign Health Education Council

#### Background

The Health Education Council is a private non-profit agency dedicated to promoting healthy communities. The Council achieves this mission through health education/promotion programs and partnerships with other organizations involved in reaching populations at risk, particularly the medically underserved and ethnic minorities.

The Gold Country Network for a Healthy California Campaign is a combination of social marketing and direct education in a 14 county region reaching diverse, low-income populations. The goals of the Network are to:

- Increase daily consumption of fruits and vegetables to 5 to 9 servings
- Increase daily physical activity to a minimum of 30 minutes for adults
- Improve food security, including participation in Federal nutrition assistance programs, especially Food Stamps
- Work toward obesity reduction

#### Major Duties

The Program Administrator will work closely with the program director, subcontractors, community partners, and a regional collaborative. The incumbent will be responsible for:

- Coordinating all African American Campaign activities for the four county reach
- Recruiting representatives for participation and training from a variety of community, civic, and service organizations, businesses, and adult intermediaries with direct access to the African American Community
- Preparing progress/final reports to accurately reflect African American *Campaign* activities and impact
- Facilitating and staffing a regional African American Advisory Council
- Developing and submitting abstracts, posters, papers, etc. for conferences and meetings
- Working with the Program Director to monitor budgets
- Coordinating and participating in legislative and advocacy efforts
- Performing other duties as assigned by Program Directors

#### Minimum Qualifications

- Master's Degree in public health, sociology, health, or related field preferred but not required; Certified Health Education Specialist (CHES) credential highly desirable
- Combination of experiences in program development, coordination, community mobilization, etc.
- Excellent writing, organizing, communication, and interpersonal skills
- Self-motivated, hardworking, and dependable
- Comfortable working with diverse audiences
- Ability and willingness to travel and work occasionally in the evenings and on weekends
- Excellent computer skills, including Word and Excel for Windows