

Job Announcement
Health Education Council
Program Assistant – Full Time

The mission of the Health Education Council (HEC) is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information (www.healtheducouncil.org).

The CalFresh Healthy Living program is a statewide movement of local, state and national partners collectively working toward improving the health status of low-income Californians through increased fruit and vegetable consumption and daily physical activity. The mission of CalFresh Healthy Living is to create innovative partnerships that empower low-income Californians to increase fruit and vegetable consumption, physical activity, and food security with the goal of preventing obesity and other diet related chronic diseases.

Responsibilities:

The Program Assistant will work closely with HEC's Healthy Schools Team, and community partners throughout Sacramento County School Districts, including, Twin Rivers Unified School District, Robla School District, Sacramento City Unified School District, San Juan Unified, and others. Job responsibilities include but are not limited to:

- Assist with recruiting school sites in Sacramento County and establish partnerships with site staff, including teachers, principals, school support staff, food service staff and school wellness policy committee members.
- Provide trainings for teachers, school staff, interns and other personnel conducting CalFresh Healthy Living interventions.
- Work with HEC staff to coordinate internships and nutrition education programs.
- Support youth engagement and parent engagement initiatives.
- Assist school sites and school districts with Wellness Policy implementation.
- Coordinate, promote, and attend school and community events.
- Collaborate with school staff, parent groups, and community partners to promote implementation of strategies to increase access to, and consumption of healthy foods and beverages. Coordinate, plan, and conduct nutrition education lessons for parents and students at school and community sites.
- Create flyers, newsletters, and other materials to support and promote programs.
- Provide technical assistance and support to subcontractors and school partners.
- Work with volunteers, interns, parents, youth, and HEC staff to achieve program deliverables.
- Maintain database of school activities.
- Assist with the preparation of progress and final reports on program activities and outcomes.
- Develop and submit abstracts, posters, papers, etc. for conferences and meetings.
- Perform other tasks, as assigned by supervisor.

• **Minimum Qualifications:**

- Bachelor's Degree in health education, education, health administration or relevant field of study or 2-3 years of experience in public health and/or health promotion.
- Demonstrated knowledge of community health program principles, practices, and techniques.
- Possess a combination of experiences in program development and coordination, community outreach and engagement.
- Demonstrated ability to manage multiple tasks and projects.
- Demonstrated skill in developing and maintaining interpersonal relationships with all levels of staff, volunteers and the community.
- Demonstrated skill in oral and written communications.
- Self-motivated, hard-working, dependable, and flexible.
- Comfortable working with diverse audiences.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel)
- Ability and willingness to travel and work occasionally in the evenings and on weekends.

Compensation

This is a full-time, non-exempt position. Salary will be commensurate with experience and education. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications: **Until filled**

To apply, e-mail, fax or mail your resume, cover letter (please write "RE: Program Assistant" on cover letter):

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