

## Job Announcement

Health Education Council

Healthy Schools Program, Sacramento County NEOP Grant

### **Program Coordinator-Full Time**

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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](http://www.healtheducouncil.org)). HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

The *Nutrition Education Obesity Prevention Program (NEOP)* 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. Multiple venues are used to facilitate behavior change in the homes, schools, worksites, and communities of low-income Californians to create environments that support fruit and vegetable consumption and physical activity.

#### **Responsibilities:**

The Program Coordinator will work in collaboration with HEC's Healthy Schools Team to assist in coordination, outreach, and implementation of school-based activities under the Sacramento County NEOP grant with an emphasis on school-based Policy, Systems and Environmental change strategies that promote successful implementation of nutrition education, physical activity and obesity prevention interventions. The Program Coordinator will be working throughout Sacramento City Unified School District, Twin Rivers Unified School District, Robla School District and San Juan Unified. Job responsibilities include but are not limited to:

- Oversee and coordinate implementation of goals and objectives under Sacramento County NEOP Schools Program included in the Scope of Work.
- Provide nutrition-education, food demonstrations and physical activity programming for students and parents to promote increased physical activity and increased consumption of fruits, vegetables, and healthy beverages.
- Collaborate with Healthy Schools Program Administrator, school-based leadership and community partners to implement Policy, Systems, and Environmental change strategies in an effort to increase physical activity and/or increase access to and consumption of healthy foods and beverages.
- Coordinate school and community-based events, activities, and trainings, including Rethink Your Drink Week and Every Kid Healthy Week.
- Train teachers, food-service staff, nursing students and interns on nutrition-education topics such as Rethink Your Drink, Smarter Lunchrooms, Harvest of the Month, classroom energizers, healthy classroom celebrations, etc.
- Establish partnerships with school sites, district staff, school champions, and community organizations.
- Develop effective youth engagement strategies in partnership with HEC's Healthy Schools Team and school staff utilizing the Youth-Led Participatory Action Research (Y-PAR) Framework.
- Manage volunteers, interns, and/or Community Health Leaders to support school and community-events.
- Coordinate evaluation of program goals and objectives including data collection, data entry, and analysis.
- Prepare reports on program activities and outcomes.
- Attend conferences, meetings, and trainings to support program deliverables and/or professional development.
- Staff special events that are led by other HEC programs or HEC partner organizations.
- Maintain up-to date knowledge and an understanding of current public health practices and interventions and provide recommendations to enhance programs.
- Complete other duties, as assigned by supervisor.

**Requirements:**

- Bachelor's Degree in health education, education, community nutrition or other relevant field of study or 2-3 years' experience in health promotion or related educational programs in school, work, health, or community sites preferred.
- Previous experience working with diverse communities and schools and a combination of experience in program development and coordination; community mobilization; Policy, Systems, and Environmental change.
- Demonstrated ability to manage multiple tasks and projects.
- Excellent writing, organizing, communication and inter-personal skills.
- Self-motivated, hard-working, and dependable.
- Comfortable working with diverse audiences.
- Able to work weekends and evenings as needed.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).

**Compensation**

This is a full time, Non-exempt position. Salary will be determined commensurate with experience and education. After 60 days of continuous full time employment, benefits including medical, dental insurance will be made available. After 90 days of continuous employment vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.

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

**E-mail, Fax or Mail resume and cover letter (please write "RE: Healthy Schools Program Coordinator" on cover letter) and one original writing sample to:**

Health Education Council

ATTN: Philip Bensing

3950 Industrial Blvd. Suite 600, West Sacramento, CA 95691

Fax: 916-446-0427 or E-mail: [apply@healthedcouncil.org](mailto:apply@healthedcouncil.org)