

Job Description

Health Education Council

Sacramento County Department of Health & Human Services *NEOP* Grant

Healthy Schools Program Administrator- Full Time

The mission of the Health Education Council 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). 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 funded by CalFresh Healthy Living 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 Administrator will work closely with the Program Director, HEC Healthy Schools team, school and district staff, subcontractors, and community partners throughout Sacramento County School Districts, including, Twin Rivers Unified School District, Sacramento City Unified School District, Robla School District, San Juan Unified, and others. The Program Administrator will be responsible for identification and implementation of school-based activities under the Sacramento County CalFresh Healthy Living grant with a strong emphasis around school-based Policy, Systems and Environmental change strategies that promote nutrition education, physical activity and obesity prevention interventions. Program Administrator will supervise and evaluate school and program support staff. Job responsibilities include but are not limited to:

- Recruit school sites throughout Sacramento County and establish partnerships with site staff, including school administrators, food service staff, school wellness policy committee members, and school support staff, while also strengthening existing relationships and partnerships.
- Collaborate and coordinate with school-based leadership and community partners to implement Policy, Systems, and Environmental change strategies that advance student and family health and well-being.
- Collaborate with local school districts to implement, evaluate, and continually strengthen school wellness policies.
- Provide training for teachers and other personnel conducting CalFresh Healthy Living interventions.
- Coordinate, develop, promote, and help facilitate school events, including but not limited to school-site specific events as well as HEC's Sacramento School Wellness Summit.
- Provide nutrition education promoting health and well-being to SNAP-Ed-eligible adults and students.
- Oversee district-wide student nutrition education efforts.
- Support the development of the direction, agenda, and facilitation of Schools Partners meetings & HEC Schools Team meetings.
- Prepare progress reports and final reports on program activities and outcomes.
- Maintain and review online reporting database (PEARS) of school activities and other required tracking documents.
- Oversee administration, data entry, development, analysis and reporting of evaluation activities.
- Work with Program Director to monitor budget.
- Along with the Program Director, serve as a liaison between Sacramento County and HEC.
- Supervise staff, volunteers, interns, and/or Community Health Leaders to achieve program deliverables.
- Assist with identifying funding opportunities and developing and writing grant proposals.
- Provide technical assistance and support to HEC sub-contractor(s), if any, and to partners.
- Attend required meetings and trainings to support program deliverables.
- Collaborate with and support other HEC programs and initiatives.
- Maintain up-to date knowledge and an understanding of current public health practices and interventions and provide recommendations to enhance programs.
- Report community needs as they relate to the development of the strategic direction and funding opportunities of HEC.
- Attend conferences, meetings, and special events for professional development, networking and learning.
- Complete other duties as assigned by supervisor.

Requirements:

- Bachelor's Degree in health education, education, community nutrition or other relevant field of study or 3-5 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 implementation; community mobilization; Policy, Systems, and Environmental change.
- Possess a combination of experiences 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.
- Embody a culturally responsive approach and attitude.
- Self-motivated, hardworking, 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).
- Bilingual in Spanish or other languages (Farsi/Dari, Pashto, Hmong, or others) preferred.

Compensation:

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

Receipt of Cover Letter and Resume:

E-mail resume, cover letter (please write "RE:" Healthy Schools Program Administrator on cover letter) and one original writing sample to:
Health Education Council, ATTN: Philip Bensing
E-mail: apply@healtheducouncil.org

Health Education Council 3950 Industrial Blvd. Suite 600 West Sacramento, CA 95691 Fax: 916-446-0427