

LEDGE LIGHT HEALTH DISTRICT

Job Description Health Program Coordinator I

I. CLASSIFICATION:

This is a non-exempt, regular employee position. This may be a full or part-time position, dependant on the needs of the District. This is an entry to mid-level non-supervisory position.

II. PURPOSE:

The primary responsibility of this position is the coordination of program activities for sponsored programs and the implementation of various health education and health risk intervention programs.

III. SUPERVISION:

This position reports to the Health Education Team Lead(s). This employee will become proficient in various techniques and procedures on the job. It is therefore expected that, from time to time, the Health Program Coordinator I will be asked to assist or accompany other staff members and may be asked to take supervision or direction from them.

V. SPECIFIC RESPONSIBILITIES: (Examples – not a comprehensive listing)

- Program Coordination.
- Developing and distributing educational materials.
- Creating presentations.
- Making presentations to community groups.
- Representing the District at health fairs.
- Organizing and facilitating meetings.
- Organizing community events.
- Generating reports.
- Assisting with grant applications.
- Other duties as are required or requested.

VI. Minimum Qualifications:

- Bachelor's Degree, as applicable to the project. A combination of education and experience may be considered in lieu of a four-year degree.

- Computer skills, including knowledge and proficiency of Microsoft Office.
- Ability to relate well with all segments of the public.
- Ability to produce accurate work in a timely manner.
- Strong communication and time management skills.
- Must be organized and articulate.
- Valid driver's license.

VII. Personal Attributes:

Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure and with government officials and other community leaders and organizations, and to work with the staff as a team player