

Live Healthy Red Wing Coordinator

General Information

Department: Community Education and Recreation
Immediate Supervisor: Director of Community Education and Recreation
Closing Date: Continuous- open till filled. First round of reviews on May 21st 2019.

Status: Provisional up to 20 hours a week: Funding secured through December 2019.
After 2019, position contingent on securing continued grant funding.

Position Summary

The Live Healthy Coordinator is responsible for guiding and managing the activities of the Live Healthy Red Wing Coalition involved in working within the community to make it a healthier place to live by addressing and improving policies, making physical changes to the surroundings, and building a culture of active, informed and connected community citizens.

Essential Duties and Responsibilities

1.	Guides and manages projects and timelines for all Coalition initiatives.
2.	Facilitates Coalition and Subcommittee meetings.
3.	Researches funding opportunities and prepares and submits grant applications..
4.	Creates, maintains and fosters community partnerships and relationships.
5.	Organizes and coordinates various events and activities of the program.
6.	Makes presentations to various community organizations.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education /Training/ Work Experience: 4 years of college or equitable work experience
Major Field of Study or Degree Emphasis: Community Education, Community Health, Community Involvement / Planning, Communication, or related area
Licenses / Certifications Required: Valid driver's license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of grant writing and monitoring.
- Nutrition, physical activity and balanced lifestyle activities.
- Community organizing, engagement, and facilitation procedures and processes.
- Fundamentals and methods in developing and implementing project initiatives, programs, and improvement plans.
- Community resources and funding resources.
- Operation and use of computers, equipment and software.
- Program policies and administrative procedures.
- Procedures and processes for formulating and establishing community meetings, events and community efforts.

Essential Skills Required to Perform the Work

- Communicating and presenting healthy living information in a clear, concise and effective manner in both writing and presentations.
- Time management skills.
- Identifying, formulating and writing grants for alternative funding.
- Designing, developing and implementing community based programming, events or initiatives.
- Researching nutrition, physical activity or general healthy living best practices.
- Implementing and maintaining documentation and program records/files.
- Public relation activities designed to promote, communicate and foster interest in healthy living issues and topics.
- Using office equipment, computers and software applications.
- Planning, leading, promoting and/or collaborating with citizen groups, advisory, or coalition meetings.

To Be Considered

Email Letter of Interest to Dawn Wettern, Director of Community Education & Recreation at dmwettern@rwps.org. If you have any questions regarding this posting, please contact any of the Live Healthy Red Wing Executive Committee members, Pam Horlitz at Horlitz.pamela@mayo.edu, Jessica Seide at Jessica.seide@co.goodhue.mn.us or Dawn Wettern at dmwettern@rwps.org.