

TRI-TOWN HEALTH DEPARTMENT
LEE~LENOX~STOCKBRIDGE

Position Title: Health and Wellness Program Coordinator

Summary of Position:

The Tri-Town Health Department is seeking a qualified candidate to oversee and coordinate health and wellness activities for the communities of Great Barrington, Lee, Lenox, and Stockbridge, and the City of Pittsfield.

This position will work with all key stakeholders to organize and coordinate with community partners to identify and assist in the implementation strategies to increase access to healthier foods, promote physical activity, and to promote a tobacco free living environment. This position will assist the program to promote and increase effective working partnerships with local and state elected officials, department heads, school departments, school nurses, community partners, landlord associations, and the residents.

This is a twenty five (25) hour a week position with full benefits with opportunity for increased hours. The Program Coordinator reports directly to the Tri-Town Health Department Director and the Be Well Berkshires Group and is subject to a six (6) month probationary period.

The Health and Wellness Program Coordinator will also:

- Lead the implementation and integration of environmental, policy and systems changes to advance an active living and healthy eating community.
- Provide leadership and promote integration of existing efforts to improve active living and healthy eating activities.
- Develop and maintain community contacts and relationships to maximize collaborative efforts.
- Oversee and report progress of the on-going progress of the development and to implement a marketing and education campaign to promote healthy living.
- Work with the Be Well Berkshires Working Group and Food Policy Committee to develop and deliver a comprehensive media campaign.
- Assist in grant administration oversight, complete all grant administration and reporting requirements. Attend state-wide meetings/conferences as identified through our funding sources.
- Coordinate activities with interns and volunteers involved in the collaborative.
- Work closely with staff to implement, collect, and report on all evaluative activities associated with the work plan.
- Coordinate special projects or events as needed.
- Evening hours and flexible schedule may be required.

Qualifications: The successful candidate will have a Bachelor's degree in a related field with a Master's degree preferred. A minimum of 1-3 years of related experience in the field of public health and wellness preferred. The successful candidate will have strong oral and written communication skills to include computer skills, possess the knowledge necessary to administer strategies with community partners, be able to manage grant reporting, ability to work with municipal officials, to manage budget and evaluation activities, and have experience establishing and implementing policy. Having bilingual skills is a plus.

Competitive salary commensurate based upon experience. This is five (5) year grant funded position and will remain filled contingent upon available funding.