

The Partnership for a Healthy Mississippi POSITION DESCRIPTION

Position Title: School Health Coordinator
Whole Schools, Healthy Communities: Improving the Culture of Health in Mississippi Project
Location(s): Jackson, Mississippi
Potential: 40 hours per week

Function and Scope of Position

The School Health Coordinator will be responsible to the Project Director at The Partnership for a Healthy Mississippi (The Partnership). The School Health Coordinator will be assigned duties listed below as well as other tasks and projects deemed necessary in performing daily operations of the organization.

The School Health Coordinator is responsible for working to accomplish the annual goals and objectives as required by The Partnership and the W.K. Kellogg Foundation. Such duties will include but not be limited to:

A. Programmatic Activities

Programmatic activities are defined as those activities conducted with a single group of individuals for more than one day.

1. Complete an initial assessment of the target area and school health/early childcare needs;
2. Identify and establish a relationship with 24-28 schools in the target areas as identified by The Partnership;
3. Identify and establish a relationship with 3-4 early childcare centers in the target areas as identified by The Partnership;
4. Assemble a school health council at each school, if one does not already exist. If one does exist, continue the membership growth of that council;
5. Assemble a wellness council at each early childcare center, if one does not already exist. If one does exist, continue the membership growth of that council;
6. Coordinate, lead and complete three-six school health council meetings per year with identified schools;
7. Coordinate, lead and complete three-six wellness council meetings per year with identified early childcare centers;
8. Provide hands- on technical assistance to each school health council and wellness council on proper techniques for improving the culture of health at each site by utilizing identified resources provided by The Partnership;
9. Attend at least one school board meeting per year;
10. Distribute school health information and updates as needed regarding schedule of events;
11. Provide awareness activities to targeted schools and early childcare centers;
12. Serve as a liaison between school health needs and finding availability in the community;
13. Assist in compilation and completion of evaluation data for the Whole Schools, Healthy Communities: Improving the Culture of Health in Mississippi Project.

B. Operational Administrative Duties

1. Participate in a minimum of four trainings per year at The Partnership office in Flowood, MS;
2. Regular email and phone conversations with participating schools and early childcare centers regarding progress and reminders;
3. Assist Project Director in preparation and submission of monthly/year-end programmatic and expense reports relating to the Whole Schools, Healthy Communities: Improving the Culture of Health in Mississippi Project, as required by The Partnership and/or other funding sources;
4. Work with Project Director to develop and distribute informative updates to schools, early childcare centers, community partners, outside entities, etc. to reflect project progress, school and early care health improvement and development, etc.

5. The School Health Coordinator must:
 - a) Submit a weekly itinerary by 4pm every Friday for the following week;
 - b) Include all planned travel, meetings, and activities for the upcoming week;
 - c) Provide bi-weekly timesheets and mileage forms to the Project Director.

C. Position Requirements

A minimum of a bachelor's degree in the areas of health promotion, public health, education, or other wellness-related degrees and a minimum of 2 years' experience in the fields of health promotion or community wellness. Up to 60% local travel required dependent upon objective completion.

D. General Qualifications

- Ability to lead and effectively manage group meetings.
- Basic computer skills including email, Microsoft Word and Excel
- Work independently, self-motivated
- Ability to effectively communicate across all levels of education personnel