

K-12 Campaigns & Special Projects Coordinator (3-PT-IWI-20HRS)

Assist Associate Director Promotional Health with various planning and coordination tasks for Community and Schools consortium, k-12 health promotions, and special campaigns for the spring school term to be hosted at elementary, middle and high schools throughout metro Atlanta and rural Georgia.

This position will focus on logistical and administrative support for promotional health campaigns held in the following markets: Atlanta, Georgia. Responsibilities will include communication and email management, assisting with day-to-day support activities, creating copies of promotional flyers/cards/letters, delivering materials to schools, interacting with school and community volunteers, and will also conduct school assemblies/workshops in some cases.

Chief Responsibilities include: 20-25 hours per week that will start Early or August and run through May/June 2017.

This person will have strong computer and data skills, strong organizational, time management, and social skills, be energetic, and also able to speak in front of large groups of students and parents. We will train the selected candidates on all aspects of the job responsibilities.

Daily Responsibilities:

- Providing day-to-day support to a team of 5-10 staff including coordination of promotional materials and delivery of materials to schools
- Preparing weekly and monthly productivity reports to include site visit reports, call/communication logs, and work plans
- Ability to travel 20% of the time to multiple schools, youth community organizations, stakeholders and vendors
- Data entry utilizing Excel
- Supporting all development efforts in the designated territory such as school cultivation, partner and collaborative building, and online and email outreach and planning management
- Ability to work 20-25 hours per week with current **Associate Director Promotional Health**
- Ability to speak publically

Minimum Qualifications:

- Bachelor's Degree completed or in progress (junior and senior classmen), Masters (in progress) preferred
- Genuine interest and commitment to childhood health improvement
- Ability to work independently and sometimes irregular hours
- Excellent verbal and written communication skills
- Attention to detail and drive for excellence
- Excellent computer skills (Word, Excel, PowerPoint)
- Ability to lift 20-30 pounds
- Willingness and ability to travel throughout the designated market on an as needed by project basis

Desired Experience:

- 1+ years of prior administrative and/or non-profit experience
- Ability to prioritize and handle multiple tasks, managing multiple projects simultaneously
- Ability to recruit and train large groups of office and day-of-event volunteers
- Cultural competency and experience in working with diverse populations and stakeholder groups representing those populations--especially underserved communities that are at greatest risk for obesity, including lower-income communities and communities of color
- Experience with and or extensive knowledge of managing issue/advocacy or public health campaigns; community engagement building, organizing, and mobilization skills are a plus. (Will be required to share examples, and outcomes)

NOTE: This is a remote position that requires weekly in person group meeting(s), travel as needed by project throughout the designated territory, and project input via google hangouts, webinars, Skype, Dropbox, iCloud and cloud. The ideal person for this position has strong independent workmanship, computer and organization skills, scheduling experience, is self-motivated, organized, is comfortable with public speaking and has skills in Word, Excel, and Outlook. This person

must be able to travel to schools and community youth organizations in their assigned territory; and, as required, attend video conferencing training and individual/team meeting sessions.

To apply: email your resume and cover letter to nl.fitlife@gmail.com

The Fit Life Foundation for Child Obesity is proud to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. The foundation aims to deliver culturally appropriate messages and services to all youth, families and communities.