

Job Title: Programs Coordinator

Job Objective: The Programs Coordinator is responsible for assisting in the development, execution, and evaluation of programs and activities for the Fallbrook Regional Health District' and our Community Health & Wellness Center campus. As programming is developed for the Community Health & Wellness Center, the Programs Coordinator will assist in the creation of new administrative procedures, and ensure that there is a good flow of information within and among the District and community. Performs community outreach work and assists in the marketing and promotion of programs and events; which may include the composition of publicity items. The Programs Coordinator will also manage volunteers, a Programs Advisory Committee, and serves as a liaison to community organizations as needed. The position may often serve as the first point of contact for the District, and is expected to foster the best possible relations among program providers, community members, the Board of Directors and staff.

Duties:

1. Planning and coordination of a program and its activities.
2. Organizes, schedules and/or facilitates a variety of meetings and events, both at the Center and in the community. Be prepared to make District presentations, provide information, recruit volunteers and answer questions at community meetings.
3. Regularly communicates with service providers/community members to arrange meetings, confirm program schedules, and discuss any program problems. Ensures that participants are regularly informed of the status of the program.
4. Regularly communicates with management regarding the program's status and any problems or potential problems. Including, forecasting potential schedule delays and develops alternate plans.
5. Assists in the marketing and promotion of programs and events by crafting accompanying written materials including publicity information (ex: program calendar copy, event fliers and postcards, maintaining program social media pages, etc.), instruction manuals, and program handouts.
6. Assists in the collection of program impact data, preparing the needed materials, submitting reports, handling correspondence and drafting evaluations.
7. Provide logistical support for Center users; including, but not limited to setting up tables, chairs, and other event related tasks.
8. Be responsible for the opening and closing of the Center's meeting spaces during both regular business hours and days, as well as during extended business hours as predetermined.
9. Provide back-office support to District staff with data entry, mailings, special event announcements, and other clerical tasks.
10. Attend and participate in community events as related to the provision of services of the District.
11. Develop and maintain effective working relationships with other District staff members.
12. All other duties as assigned.

Qualifications:

The Programs Coordinator is expected to have good computer literacy skills with Microsoft Office. Ability to answer multiple lines of inquiry – while keeping calm and friendly. A talent for developing strong interpersonal relationship and consensus building is necessary. An excellent Programs Coordinator must be organized and detail-oriented, comfortable working with diverse teams, and be flexible in problem solving. Possess the ability to work effectively and patiently with individuals with age related, cognitive or physical limitations. Ability to lift at least 25 pounds and arrange office chairs and tables.

Bilingual English/Spanish is highly preferred; thus, this position is eligible for bi-lingual add-on pay.

Organization Culture: Ability to work independently and/or as a team member. Ability to perform work in a creative, energetic and self-directive manner. Tolerant and able to embrace the ambiguity of an evolving project. As a public entity, our mission and values are community focused.

Work Hours: The Programs Coordinator is full-time position. The organization core operating hours are 9:00 a.m. to 5:00 p.m. Monday through Friday; however, weekend and evening schedules will be needed. Any off-core scheduling will be made known to the employee as soon as is possible, with the expectation of notice being no later than two weeks before any such scheduled event.

Salary Range and Benefits: \$18.00 to \$25.00 per hour, non-exempt. This position qualifies for bi-lingual add-on pay, which is three percent (3%) additional pay calculated from the base rate. Health and retirement benefits are available and will be discussed with successful candidates.

Supervisor: Wellness Center Administrator