

Title: Community Health Coordinator

Organization: Get Fit Itasca

Location: Grand Rapids, MN – Itasca County Family YMCA

Posted Date: Monday, November 13, 2017

Contracted position: Yes

Contrary to common belief, our health is affected by more than our individual decisions and health care. The community we live in has the ability to impact our health, either positively or negatively. Get Fit Itasca is a community health initiative that aims to increase access to healthy eating and physical activity in Itasca County by focusing on the policies and systems that shape the environment we live in.

Since 2008 Get Fit Itasca has been working on healthy eating and physical activity in Itasca County. Currently we operate under grants from the Minnesota Department of Health, Blue Cross Blue Shield, and Centers for Disease Control.

Responsibilities

- a. Investigate a variety of initiatives – often working independently – in support of Get Fit Itasca goals to make healthy foods and physical activity more accessible to Itasca County residents.
- b. Represent and promote Get Fit Itasca and its initiatives to area newspapers, radio stations, community television stations and electronic media.
- c. Develop and/or update promotional materials as needed.
- d. Advocate and market the Get Fit Itasca mission.
- e. Work collaboratively and effectively with the Leadership Team and staff.
- f. Facilitate groups working through assessments, action plan development, planning and implementation.
- g. Assist with preparation of meeting notices, agendas, and minutes and facilitate follow through on assignments or action items.
- h. Work with volunteers and partners to develop and expand partnerships with other local organizations, businesses, governmental agencies and individuals to cooperatively support health initiatives in the county.
- i. Recruit, engage and recognize community volunteers.
- j. Assist in the discovery and development of grant requests and other potential funding sources to secure additional funding.
- k. Be accountable to the funding sources and accompanying work plans/goals. Assist with grant reporting as necessary.
- l. Conduct timely record keeping and documentation to meet required contracts.
- m. Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree;
- Experience in community health promotion, physical activity and/or nutrition;
- Ability to communicate effectively in both written and verbal formats;
- Proficiency in using Microsoft Office (Word, Publisher, Excel).

Desirable Qualifications

- Proven ability to coordinate volunteers;
- Communications and marketing skills;
- Grant writing experience;
- Examples of leadership in community engagement;
- Experience with public speaking

Location:

Position operates across Itasca County. Office space is provided in Grand Rapids, MN at the Itasca County Family YMCA.

Thank you for your interest in this position. Send your resume and reference list to molly@getfititasca.org by 5pm November 30th, 2017.