

WELLCOM POSITION DESCRIPTION

GRANT COORDINATOR

POSITION PURPOSE:

The Grant Coordinator contributes to the fulfillment of the WELLCOM Mission and Vision by assisting with the implementation of grant deliverables focused on physical activity and healthy eating worksite-based policy, systems and environment strategies for businesses.

ENVIRONMENT:

WELLCOM is a 501(c)3 not-for-profit organization. The mission/vision of the organization is to partner with employers to deliver wellness programs that impact employee wellbeing and wellness, strengthen the culture and drive business results.

NATURE AND SCOPE:

The Grant Coordinator reports to WELLCOM's Grant Manager and assists in the implementation of grant deliverables, data collection and quarterly reports to the grant funder.

RESPONSIBILITIES:

- Responsible for the implementation of grant deliverables per the grant work plan
- Responsible for minimal data collection and quarterly reporting
- Assists with expenditures outlined in grant budget
- Builds member and non-member relationships to engage them in WELLCOM grant initiatives
- Assists with the planning and implementation of WELLCOM services when needed

QUALIFICATIONS:

Education/Licensure

Bachelor's degree required. Emphasis in worksite health promotion/management, corporate wellness, workforce health, community health education, public health, or related field.

Experience

One-two years of experience in workforce health, wellness programming in a corporate setting and/or public health. Previous grant work desired.

Knowledge/Skills/Abilities

Demonstrated skills in the planning, facilitation and the evaluation of workforce health and wellness programs. Knowledge of grant funded processes. Strong written and verbal communication skills; good presentation skills to large and small groups. Knowledge of Microsoft Office software. The incumbent must be able to demonstrate the philosophy and values of WELLCOM; develop a positive working relationship with others; communicate well both orally and in writing to many different types of groups; develop strategic and operational plans; work in a highly collaborative and participative manner; influence people in their beliefs and ideas in order to gain consensus in many complex situations; and function effectively in an environment requiring high levels of diplomacy and sound judgement.

WORKING CONDITIONS:

Normal office environment. Routine periods of sitting, walking and standing required. Frequent travel throughout the Omaha area. Nonsmoker.

BENEFITS:

Positive, flexible workplace culture is provided, and personal wellbeing activities are supported and encouraged.

DISCLOSURE STATEMENT:

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

PAY:

\$16 - \$19/hour depending on experience for 10 hours per week in office.

DURATION:

Grant is guaranteed through December 31, 2019. Additional funding is possible beyond the grant timeline, but not guaranteed.

START DATE:

June 1, 2019

*To apply, please send your resume and cover letter to info@elevatingwellness.org no later than May 15, 2019.