

School Employee Wellness Program Coordinator

Description

The OEA Choice Trust works to promote the health and well-being of Oregon's public school employees by empowering school staff to take responsibility to develop lifelong, healthy habits within a supportive environment. OEA Choice Trust works with schools, community colleges, Education Service Districts, education associations, and organizations to create school environments, systems and conditions that lead to healthier school employees and students. To learn more about OEA Choice Trust, visit <http://www.oeachoice.com>

This is an excellent opportunity for an individual to join a team to engage Oregon schools, community colleges, and Education Service Districts in wellness programs to promote the health and well-being of school employees.

We are looking for an individual to provide leadership, enthusiasm, and experience in working with schools to help administer school employee wellness grants, provide technical assistance and training to plan and implement effective school employee wellness programs, and assist in the planning of a state-wide school employee wellness conference in Oregon.

Overview of the position:

Position title: School Employee Wellness Program Coordinator

Organization: OEA Choice Trust

Position location: Tigard/Portland

Annual Salary Range: \$50,000 - \$55,000

Closing Date: When filled

Position: Full Time

Reports to: Director of School Employee Wellness

The School Employee Wellness Program Coordinator will serve as an active member of the OEA Choice Trust's dynamic team. The School Employee Wellness Program Coordinator's responsibilities will include supporting the administration of OEA Choice Trust's employee wellness grants, delivery of direct technical assistance and training to grantee schools, cultivate key relationships with OEA Choice Trust grantees and partners, and assist the planning of the Oregon School Employee Wellness Conference with future opportunities to expand and possibly lead new projects.

Key Duties and Responsibilities:

- Assist in the planning and administration of OEA Choice Trust's employee wellness grants to include review of grant proposals and End of Grant Year Reports, provide feedback on proposals, provide follow up technical

assistance to grantees and develop staff write ups for OEA Choice Trust Board of Trustees' evaluation and award of grants

- Identify and/or design and develop school employee wellness training, tools and resources
- Deliver technical assistance, training and virtual support to OEA Choice Trust grantees to facilitate the development and implementation of school employee wellness programs
- Cultivate and maintain key relationships with union members, school employees and administrators in assigned OEA Choice Trust grantees to ensure effective collaboration to advance school employee wellness.
- Report grantee progress and results through formal and informal evaluation and reporting procedures
- Co-present at key state conferences representing OEA Choice Trust
- Coordinate and plan the statewide Oregon School Employee Wellness Conference
- Conduct Polar BodyAge assessments for OEA Choice Trust grantees
- Assist in the planning and development of other projects as required by the Director of School Employee Wellness to support OEA Choice Trust's School Employee Wellness Program

Minimum Qualifications:

- Bachelor's degree in education or related field is required.
- Three years of experience working with educators or in the school environment including successful implementation of school wide programs to advance health and/or education
- Experience and/or working knowledge in health education and health promotion preferred
- Experience in grant proposal review and/or writing
- Proven project management skills and ability to prioritize work
- Proven success to work collaboratively with school staff, union leaders, school and district administrators, and community partners
- Work collaboratively as part of the OEA Choice Trust team
- Ability to think strategically and follow through to produce deliverables
- Ability to prioritize and manage own work; exercise independent judgment, initiative and motivation
- Excellent organizational skills and time management to effectively juggle multiple projects
- Must be able to communicate orally, in writing and with individuals in face to face one on one or group settings
- Effectively delivers technical assistance and training workshops to diverse audiences
- Demonstrated high degree of professionalism, creativity and diplomacy

Working Conditions and Environment:

- Works in office environment. Able to use computer and other office equipment.
- Requires in state travel with overnight stays to attend conferences and participate in grantee site visits. Available for 30% travel.
- Requires valid driver's license with an acceptable driving record.
- Ability to be flexible with work hours including occasional nights or weekends
- Ability to lift and carry 25-30 pounds

Compensation

OEA Choice Trust provides a benefit package including medical, vision and dental insurance, paid vacation, sick leave, and holidays; and contributes toward a retirement plan. This position is full time, professional salary position.

Salary Range: \$50,000 - \$55,000

Application Process

Visit www.oechoice.com for full position description. Applications will be accepted until position is filled. Send cover letter, completed job application and resume to:

Mail to:

Inge Aldersebaes
OEA Choice Trust
6900 SW Atlanta St. Building #2
Tigard, OR 97223

Email to:

inge@oechoice.com

Fax to:

503-624-3994

Please address the following in your cover letter:

1. How have your past experiences prepared you to fulfill the responsibilities as the School Employee Wellness Program Coordinator at OEA Choice Trust?
2. What do you see as the most critical health issue facing school employees?

Applications may be submitted via e-mail to inge@oechoice.com
References may be included, but are not required.

Qualified applicants whose background most closely matches the desired attributes will be invited to interview. Qualified candidates selected for an interview will be asked to provide 3 personal references.