

Health Promotions Specialist

Partnership for a Healthy Lincoln's Health Promotion Specialist reports to the Wellness Programs Manager. The Health Promotions Specialist works with a variety of community partners such as Lincoln Public Schools, Lincoln's parochial schools, Community Learning Centers (CLCs), city government agencies, local businesses and a wide variety of community non-profit organizations to reach youth and families to facilitate PHL's goal of improving the health, wellness and fitness of all those in our community.

General Duties and Responsibilities:

- Assist Wellness Programs Manager with coordinating and implementing nutrition, physical activity, and wellness programming/curriculum within schools and after school venues (i.e. HOM, WeCook, Nurture, SPARK, Tower Gardens)
- Organize and maintain materials for multiple wellness programming projects at schools and community organizations
- Assist Wellness Programs Manager with providing technical assistance to schools and community organizations related to wellness programs that engage youth and families
- Recruit volunteers and community partners to facilitate wellness programs and services
- Assist schools/CLC staff with contacts and resources for wellness fairs, Activity League events, CLC events, etc.
- Assist in the evaluation and reporting of wellness programming at schools/CLCs
- Attend community meetings related to current/upcoming school/CLC wellness projects
- Assist in connecting, integrating and implementing LPS Wellness efforts in CLCs
- Seek and attend/exhibit at school, employer, community wellness events, and health fairs
- Nurture relationships with collaborative partners

Streets Alive!/Community Event Specific Responsibilities:

- Oversee/Coordinate planning and execution of Streets Alive! and the Community Development Project (CDP) ensuring all tasks are completed timely
- Coordinate outreach needs of community events including Streets Alive!/CDP specific community/neighborhood focus groups and/or meetings to garner input regarding location, time, community partners, stakeholders, communications methods and planning for the event
- Coordinate regular Streets Alive!/CDP planning committee meetings
- Assist with fundraising for the event(s) and CDP and ensure sponsors are recognized appropriately
- Recruit, coordinate, and direct an array of exhibitors, food vendors, entertainers, and volunteers for the event(s)
- Work with Lincoln Parks and Rec and other stakeholders to ensure timely completion of the CDP
- Work with Communications Manager as needed to ensure good communication with event participants, sponsors, exhibitors, food vendors, entertainers, volunteers, planning committee members, PHL staff and board of directors regarding event(s) and CDP

Qualifications:

- Bachelor's Degree or working toward Bachelor's Degree in health related field
- Preferred experience in working with partners, non-profits, and/or wellness programming
- Self-starter
- Excellent time management skills and ability to prioritize work
- Attention to detail and problem solving skills
- Ability to manage multiple projects at a time
- Friendly, enthusiastic and positive attitude
- Strong desire to work with youth; classroom management skills preferred
- Excellent written and verbal (including phone) communication and presentation skills
- Working knowledge of in MS Office tools (Word, Excel, Outlook, PowerPoint, Adobe Acrobat)
- Ability to recognize and implement/adapt to changes/improvements/efficiencies
- Occasional evenings and weekends required

This is a part-time to full-time position (20-40 hours per week) based on the experience and availability of the applicant. Flexible work schedule available.

To apply, submit your resume to Tami Frank at tfrank@healthylincoln.org. For questions, call 402-430-9940.

Deadline to apply: Friday, January 25, 2019