

## **Program Coordinator: Summer Youth Programming**

### **Position Description:**

The National Kidney Foundation of Michigan is looking for a Full-Time summer program coordinator to work in Southeast Michigan from June – August 2017. This position will be primarily responsible for youth health education programming that would include program recruitment, training, implementation and oversight within various settings. Additional responsibilities would include assisting in materials assembly, preparing food samplings and other misc. tasks.

### **Responsibilities Include:**

Under general supervision, the program coordinator will assist with planning, organizing, promotion, development and implementation of NKFM nutrition and physical activity youth education programs. This includes working closely with other NKFM Program Coordinators on various nutrition and physical activity education programs, community development, administrative activities and occasionally working with special events for community based program promotion.

### **Educational Requirements:**

High School diploma required. Some community health education experience/background.

Ability to demonstrate and effectively use MS Office/MS Outlook computer programs.

Some completed course work in public health or social work preferred.

### **Minimum Requirements:**

- Desire to work with children to promote health
- Ability to work with diverse populations in urban settings
- Strong oral and written communications skills
- Strong organizational skills and attention to detail
- Ability to work both independently and in a team-oriented collaborative environment
- Ability to work evenings and weekends as required
- Office environment and field work
- Physical requirements; light physical effort equal to lifting or moving of lightweight materials. Regularly required to sit or stand, bend and reach.
- Must have access to reliable transportation, a valid driver's license and up to date auto insurance, and ability to drive throughout Detroit.
- Food Prep

Email Resume to: [lnienhuis@nkfm.org](mailto:lnienhuis@nkfm.org) with the subject line Detroit - *Summer Program Coordinator*. Call Liz Nienhuis with questions at 313-259-1574