

Job Description

Position Title: Program Coordinator I (Full-Time) - Grand Rapids
Reports To: Senior Regional Manager
Position Status: Exempt

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The National Kidney Foundation of Michigan is looking for a Full-Time Program Coordinator to work in West Michigan. This position is a key staff position that will be primarily responsible for adult programming and early childhood health education programming that would include program recruitment, training, implementation and oversight. The job also includes special event support. Providing oversight to volunteer committees, coordination of events and day of event responsibilities. Additional program responsibilities will include assisting with materials assembly, data collection and entry, while maintaining supply, inventory and materials levels.

RESPONSIBILITIES INCLUDE:

Under general supervision, the Program Coordinator will assist with planning, organizing, promotion, development and implementation of NKFM nutrition and physical activity education programs. This includes working closely with the supervisor and other NKFM Program Coordinators on various nutrition and physical activity education programs, community development, administrative activities (recruitment, assistance in trainings and preparation, reports, data collection and input etc.). The job also requires working on a special event to insure that it meets both volunteer and budget expectations. Responsibilities for an assigned special event would require relationship building and include committee oversight, volunteer recruitment, obtaining new sponsorships and insuring previous sponsorships. The position insures that volunteers, partners and sponsors are engaged and supported throughout the year.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree required. The ability to demonstrate and effectively use MS Office/MS Outlook computer programs.

MINIMUM REQUIREMENTS:

- Two years of practical or equivalent experience in community health, health equity, and/coalition building
- Excellent verbal and written communications skills required.
- Ability to effectively cultivate and sustain community partnerships
- Ability to work with diverse populations in urban settings
- Strong oral and written communication, with the ability to produce high quality written materials
- 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

Email Resume to: hr@nkfm.org with the subject line “602-Grand Rapids Program Coordinator – Full Time”