

## **United Way of West Florida Position Description**

**Position/Title:** Healthy Schools Escambia Program Coordinator

**Reports to:** Healthy Schools Escambia Program Director

**Salary:** \$55,000

**Exempt/Non-exempt:** Non-exempt

### **General Purpose:**

The Healthy Schools Escambia Program Coordinator works closely with agencies and school personnel to implement the CDC's Whole Schools, Whole Community, Whole Child model in the selected school. This is a year-round position. The Coordinator will work at assigned school and periodically at the United Way Office.

### **Essential Functions**

- Collaborate with the Principal, School Leadership Team, teachers, and student support staff to identify and coordinate academic, socio-emotional, and health resources for students and their families.
- Identify, cultivate, and formalize partnerships with community-based organizations and government agencies in the community that enrich the school environment and provide services for children and families with a focus on pediatric health, dental and vision care; physical activity; and family and community engagement.
- Facilitate communication between and among the various community school stakeholders (students, families, school administration, teachers, student support staff, and community partners) and community partners to ensure open and transparent communication and information-sharing to support collaborative decision-making.
- Collaborate with the Principal to ensure the high-quality functioning of other community school programming, including both internal interventions and through partnerships with current and new community partners.
- Serve as the programmatic contact for school administrators and campus-based programs.
- Assist with data collection.
- Build rapport with teachers, staff, parents, and community members to be an advocate for student and community needs.
- Ensure involvement of school navigators in helping students and families access basic needs assistance.
- Assist in establishing goals for the Healthy School Escambia initiative in the school.
- Follow and enforce district policies and procedures.
- Due to the leadership role United Way is called upon to play in the community, particularly during times of crisis, it is the expectation that all staff will be fully engaged in the organization's crisis plan and response efforts.

- Perform other duties and assume other responsibilities as assigned.

### **Education and Experience**

- Bachelor's degree in an Education, Human Services, or Social Services related field and two years of work experience.
- Three years' experience in children's services, education or community health with an associate's degree can be substituted for a Bachelor's Degree.
- Proficiency required in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) required.
- Ability to work in a fast-paced environment and multi-task with a flexible, organized, and can-do attitude.
- Excellent verbal and written communication skills (English required; bilingual preferred).

### **Skills**

- Effective communicator with excellent written and oral skills.
- Proven ability to manage and prioritize multiple tasks to meet deadlines without compromising quality.
- Effective prioritization, organization, and follow-through.
- Personal belief in, and passion for, United Way's mission, goals, and objectives.
- Ability to work with diverse populations and organizations.
- Strategic and analytical thinker
- Commitment to learning and professional development.
- Self-motivated.
- Strong team player with ability to work collaboratively.
- Perseverance.
- Optimism and positive attitude.
- Detail oriented.
- Proficient in Microsoft Office products.
- Conflict resolution skills.
- Must have a current driver's license.

Must be able to work flexible hours including evenings and weekends.

### **Core Competencies**

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand Steward