Position Description
Health Promotion Coordinator-Wellness

Position: Health Promotion Coordinator-Wellness
Reports to: Health Promotion Supervisor
Department: AWC Member Pooling Programs
Program: Employee Benefit Trust
Last revised: February 2019
Position type: Exempt

Position purpose
The purpose of this position is to develop, promote, implement, and evaluate health promotion programs of the AWC Employee Benefit Trust. This includes coordinating and managing various trainings, educational and communication efforts, including developing tools and opportunities that empower members of the Trust to establish healthy workplace cultures and deliver programs that encourage and support employee health.

Essential duties and responsibilities
- Create and deliver training at member sites which are tailored to the audience, including new coordinators, small cities, large cities, and quasi-municipal entities
- Provide consultations and technical assistance on workplace health promotion to member employers by phone, email and during site visits
- Design, create and administer educational programs for current and potential members, including developing/finding content for various conferences; planning forums; and delivering webinars, eLearning modules, and health promotion challenges and campaigns
- Plan and coordinate the annual Healthy Worksite Summit
- Assist the Program Manager in implementing the Trust communication plan and serve as Project Lead to ensure deadlines are met with internal support and external consultants/vendors
- Write employee/employer communications, including marketing materials, website content and newsletter articles
- Coordinate the delivery of services provided by contracted vendors
- Participate in development and oversight of the health promotion program budget, including processing invoices for payment and monitoring monthly financial reports
- Review member wellness programs and offer recommendations to improve program effectiveness
- Support efforts of AWC’s in-house wellness program through training, recommendations on best practices, and personal leadership
- Assist the Health Promotion Supervisor in analyzing data to evaluate program success and modify programs to meet member needs for maximum effectiveness.

Knowledge, skills, and abilities
- Basic knowledge of the AWC Trust benefit plans and the role the health promotion program plays on the overall cost containment strategy
- Knowledge of current trends and best practices in workplace health promotion
- Proficient in Microsoft Office and have the ability to learn and use a wide variety of proprietary software
- Skilled at leading and managing projects
- Ability to make effective decisions and to act independently in managing and coordinating assigned duties
- Ability to research, analyze information and form recommendations
- Knowledge of adult learning theory
- Ability to juggle competing demands between long-term projects and emergent needs
- Ability to work independently and as a member of a team
- Ability to model AWC’s high standards for quality customer service to members
- Ability to work cooperatively with staff, members and other groups and individuals
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• Ability to train, supervise and empower a diverse group of volunteer wellness leaders
• Excellent verbal and written communication skills
• Professional appearance in dress and conduct for an office setting
• Knowledge of municipal government structure and operations

Working conditions
The work is performed primarily in an office setting. The work involves sitting for extended periods of time and working with a computer, including repetitive motions with the wrists, hands and fingers. Must be able to lift and carry equipment, supplies, laptop and luggage, load and unload vehicles. May be required to stoop, kneel, or stand for several hours at a time. May also be required to lead physical activities such as walking, biking, or stretching. Job incumbent may be expected to attend various events to carry out responsibilities as assigned and therefore will be away from home several nights a month.

Employment requirements
• Bachelor’s degree in health, education, or related field preferred, or experience may be substituted year-for-year for academic achievement
• 5 years of experience in worksite health promotion or health-related field, preferably in the public sector
• Must maintain a valid Washington State driver’s license in good standing