



**MEMBER POSITION TITLE: Health Educator / Community Engagement Specialist**

**HOST SITE:** United Way Fox Cities

**OVERVIEW:** United Way Fox Cities is looking for a half-time AmeriCorps member to expand the reach in the Fox Valley related to healthy lifestyles in the early care, worksite, and community settings, through health education and increasing access to opportunities for healthy eating and physical activity.

**DESCRIPTION OF DUTIES:**

- Collaborate with coalition partners on initiatives focused on creating a culture of healthy living in the Fox Valley.
- Expand reach of WOTFV initiative through new programs focused on healthy lifestyles, including program planning, implementation, and evaluation.
- Create and deliver health education lessons related to healthy eating, breastfeeding, and physical activity to Fox Valley community members of all ages in the childcare, workplace, and community settings.
  - For example, educate and promote safe use of area bicycle and pedestrian facilities to encourage walking and biking for exercise, fun, and transportation.
- Recruit and support volunteers necessary for the success of program strategies and activities
- Facilitate special projects related to focus areas that increase engagement by partners and volunteers. Focus areas include Active Communities, Food Systems, Early Care & Education, Schools, Worksite, and Healthcare.
- Enhance communication among staff, volunteers, and partners towards the fulfillment of WOTFV objectives. Engage in social media, enhance program website, prepare bulk e-mails through Constant Contact, and write and/or edit copy (brochures, newsletters, blogs, etc).
- Maintain partner and volunteer lists, health education attendance logs, and health education data
- Plan events such as community breakfasts, farmer's market booths, and health fairs.
- Organize and manage WOTFV health education and healthy lifestyle materials (files, lists, etc.)
- Assist and support WOTFV focus area team meetings
- Analyze and summarize data collected including: health education session information, survey data, attendance logs, volunteer data and community health data.
- Attend mandatory training in September.

**QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE:**

- Ability to communicate and work effectively and with a high level of professionalism with community members, partners, and other stakeholders.
- Ability to develop and maintain positive work relationships with staff, volunteers and WOTFV partners, including individuals from many diverse cultures and backgrounds.
- Self- motivated, goal oriented, and organized – ability to get the job done.
- Able to work in unstructured environment and adapt easily to change. Takes initiative to complete assigned work.
- Meets deadlines and completes tasks with a high degree of accuracy and dependability. Detail oriented.
- Knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), Google tools, Social Media platforms.
- Passion for health and wellness initiatives.

**United Way Fox Cities** • 1455 Midway Road, Menasha, WI 54952 • tel: 920-954-7210 • fax: 920-954-7209

[www.UnitedWayFoxCities.org](http://www.UnitedWayFoxCities.org)



- Must have a high school diploma or equivalent.
- The ideal candidate will hold an Associate's or Bachelor's Degree in a health, wellness, or communications-related field with general knowledge of health principles related to healthy lifestyles and/or chronic disease. Experience working with community health initiatives and/or healthy living coalitions is desirable, but not required.
- Be 18 years or older at the beginning of their service.
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S.

**TRAINING:** Member will receive a thorough orientation to the Fox Valley region, the United Ways, and the Weight of the Fox Valley Program. Additional opportunities for professional development will be provided throughout the service year in areas such as volunteer engagement and management, health equity, and program evaluation. The member will meet with leaders from the United Way Fox Cities and the Oshkosh Area United Way to learn how they function, their priorities in the community, and how WOTFV aligns with these organizations. The member will also serve side-by-side with the Program Manager and Program Assistant throughout the service year for continuing development. WOTFV AmeriCorps Program will offer additional opportunities for professional development including conflict resolution, citizenship, and volunteer management trainings.

#### **OTHER INFORMATION:**

- **Member Term of Service:**
  - WOTFV AmeriCorps Program year of service runs from September 4<sup>th</sup> 2018-August 31<sup>st</sup>, 2019. This position would ideally begin on January 14<sup>th</sup>, 2019.
- **Time requirements**
  - This is a half-time service position. Member is required to serve 930 hours during the year, averaging 26 hours/week.
- **Benefits**
  - Members will receive a living allowance while serving, which is paid on the 15<sup>th</sup> and last day of each month. Member will receive a gross living allowance of: \$286.08 per pay period.
  - Segal Education Award upon successful completion of hourly requirement described in Time Requirements: \$2,960.00 for half-time members.
  - Forbearance on qualified student loans while serving and interest accrual payments.
  - Year-long immersion experience in community health
  - Working side by side with partner organizations involved in community health from various sectors such as public health, healthcare, schools, early care & education, non-profits, and more; providing valuable knowledge, experience, and connections for future employment opportunities.
- Member service may meet collegiate internship qualifications.

#### **CONTACT INFORMATION AND APPLICATION DUE DATE:**

- Please send completed application and resume to Sarah Wright, Program Manager at [sarah.wright@unitedwayfoxcities.org](mailto:sarah.wright@unitedwayfoxcities.org), OR mail or in-person delivery to: United Way Fox Cities, Attn: Sarah Wright, 1455 Midway Road, Menasha, WI, 54952.