



## POSITION DESCRIPTION

<b>TITLE</b>	<b>Program and Field Coordinator</b>
<b>FUNCTION</b>	<b>Field Operations</b>
<b>LOCATION</b>	<b>Chicago, IL</b>
<b>REPORTS TO</b>	<b>Director, Programs and Field Operations</b>
<b>STATUS</b>	<b>1.0 FTE, Exempt</b>
<b>DATE</b>	<b>8/6/2019</b>

### We are Hiring!

Do you want to make an impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? Action for Healthy Kids® (AFHK) is looking for an individual to join our team as the Program and Field Coordinator, based in Chicago, IL.

### You

The Program and Field Coordinator plays a key role in the success of AFHK by providing administrative and programmatic support to Action for Healthy Kids' Program and Field Operations Department, and other departments. Use your talent to drive implementation of AFHK's key school engagement programs and initiatives supporting the health of the whole child including [Game On](#), school grants, webinars/trainings/conferences, and more.

### Us

Action for Healthy Kids is a national non-profit organization, raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families and communities to take actions that lead to healthy eating, physical activity and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthful school changes. We are committed to impacting holistic changes with a focus on serving students from under-resourced communities.

Action for Healthy Kids is an equal opportunity employer. We celebrate diversity across multiple and intersectional dimensions, including but not limited to race, ethnicity, socioeconomic background, sexual orientation, religious beliefs, gender identity, disability status, and age and are committed to creating an inclusive and welcoming environment for all employees.

## Essential Accountabilities

- Provide program-related technology support for Action for Healthy Kids' programs to include activities such as developing reports, building newsletters and maintaining webpages and resources.
- Gather data to assist in fundraising and writing reports.
- Support the collection, analysis, and tracking of school grant program data and reporting requirements.
- Manage inquiries from schools and respond to other programmatic requests.
- Support the coordination of webinars, trainings, meetings and events, as needed.
- Provide administrative support to other Action for Healthy Kids departments.
- Other responsibilities as assigned.

## Qualifications

### Education

- A bachelor's degree in a relevant discipline (i.e. public health, education, community health, health promotion, nutrition) or strong relevant experience.

### Requirements

- Skilled in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently with minimal day-to-day supervision and efficient prioritization of tasks, deadlines and time.
- Excellent organization and time management skills with impeccable attention to detail.
- Ability to work with diverse and multi-disciplinary teams.
- Demonstrated strong writing and editing skills and experience.
- Strong customer service skills.
- Ability to thrive in a dynamic environment and move easily between projects and duties.

### Preferences

- Experience with Salesforce.
- School health, education and/or related experience.
- Bilingual (English/Spanish) language/writing skills.
- This position is based in our Chicago, IL at the AFHK headquarters. Possible consideration for remote candidates.

## Action for Healthy Kids Core Values and Competencies

- **Hungry for Change:** We are driven to create sustainable change that dramatically improves the lives of kids for generations to come.
- **Think Big:** We harness our creativity and innovative thinking to advance our organization's growth and tackle critical issues facing society today, knowing we must try new solutions, even if some fail along the way.
- **Flexible:** We are open and adaptable to change, meet people where they are, and flexible in our thoughts and processes to get the job done and drive results.

- **Caring:** We care – about the quality of our work, the people with whom we work, and the people who benefit from our work.
- **Collaborative:** We believe relationships are foundational to our success and the key to creating a better society, both internally, as we work together to drive our mission, and externally, as we seek to maximize the impact of partners.
- **Work Hard, Play Hard:** We're passionate about our work, but at the end of the day, we know it's time to pursue our own health and happiness.

To apply, please submit a resume to [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org) by Friday, August 30, 2019 with the subject line: Program and Field Coordinator.

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