



TITLE	Project Coordinator
FUNCTION	Field Operations
LOCATION	Chicago, IL
REPORTS TO	Director of Programs and Field Operations
STATUS	Contractor, 60 hours/month
CLOSING DATE	12/4/2020

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? Are you looking for a flexible schedule? Action for Healthy Kids® (AFHK) is seeking an individual to join our team as a part-time Project Coordinator in the greater Chicago, IL area.

You

The Project Coordinator plays a key role in successful implementation of AFHK's program model by supporting healthy school environments and family-school partnerships, focused on food access and nutrition education, physical activity and active play, and social-emotional health and risk behavior prevention. The Project Coordinator is responsible for developing strong relationships with AFHK's network of underserved districts and schools in the greater Chicago area and providing training and technical assistance to AFHK-funded districts/schools to implement AFHK's program model.

The position is a part-time contracted position, working an **average of 60 hours per month** through June 30, 2021, with an opportunity to extend contract yearly. This contracted position will report directly to the Director of Programs and Field Operations at Action for Healthy Kids.

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 healthier children. 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 healthy environments for kids. We are committed to impacting holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids.

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.

Job Responsibilities:

- **Provide Support to Funded Districts:** Develop relationships with partner districts (and local organizations as needed) to provide districts with training and technical assistance to enhance policies, systems and environments, and family-school partnerships at the district-level.

- **Provide Support to Funded Schools:** Develop relationships with funded schools in partner districts (and local organizations as needed) to provide schools with training and technical assistance to support grant funded projects, implement district policy at the school level, and increase family-school partnerships at the school level.
- **Collaborate with Local AFHK Representatives:** Provide support to AFHK's Family Connectors who are working in the region. Family Connectors are trusted parents/caregivers from the community who are trained to support the development of effective family-school partnerships. Support for Family Connectors includes activities such as sharing community connections and needs from schools/districts around family-school partnerships, assisting with workshops, communicating regularly about partner schools where they are working, etc.
- **Collaborate with AFHK National Staff:** Regularly work with AFHK National Staff to provide funded district and school updates, convey successes and challenges, and respond to requests in a timely manner.
- **Grow AFHK Network of Districts and Schools:** Promote AFHK initiatives to underserved districts and schools in region to support grant recruitment and future work.
- **Support AFHK Marketing/Communication Efforts:** Regularly share the successes of districts, schools, families and students to support AFHK's marketing and communication efforts.
- **Support AFHK Development Efforts:** Support AFHK development staff in regional fundraising efforts through participation in cultivation meetings and supporting the creation of LOIs and proposals.

Job Requirements:

- Experience working with school systems.
- Demonstrated ability to work independently with minimal day-to-day supervision and efficient prioritization of tasks, deadlines, and time.
- Passion, ability and experience building strong, collaborative relationships between groups with different backgrounds, in a remote or in-person setting.
- Commitment to goals, vision, and values of AFHK.
- Minimal travel within the region.

Ideal Candidate:

- Bachelor's Degree in relevant discipline (i.e public health, education, nutrition, kinesiology, health promotion) or strong relevant experience in health, education, community organizing and/or project coordination.
- Skilled trainer or facilitator.
- Experience using Microsoft Office, video-conferencing platforms such as Zoom, and cloud database such as Salesforce.
- Experience working and/or living in underserved and marginalized communities.

Are you passionate to activate a movement for healthier schools where every child is happy, healthy, active, and ready to learn? If you are an action-oriented, solution focused individual, then AFHK is for you!

To apply, please submit a resume to careers@actionforhealthykids.org by December 4, 2020 to Careers@actionforhealthykids.org with the Subject Line: Project Coordinator.

AFHK Values: Hungry for Change ♥ Think Big ♥ Flexible ♥ Caring ♥ Collaborative ♥ Work Hard, Play Hard

www.ActionforHealthyKids.org