



Project Coordinator (El Paso, TX)

TITLE	Project Coordinator
LOCATION	El Paso, TX Region
REPORTS TO	Director of Program and Field
STATUS	Contractor, 100-120 hours/month
CLOSING DATE	1/1/2022

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 El Paso, TX region.

You

The Project Coordinator will be responsible for managing Action for Healthy Kids' efforts in a funded project in the El Paso area, including parts of New Mexico, through strengthening the health and wellness infrastructure, policies, and practices based on the Whole School, Whole Community Whole Child (WSCC) model.

The position is a part-time contracted position, working an **average of 100-120 hours per month** through January 31, 2023. This contracted position reports to the Director of Program and Field and is supported by the Texas State Coordinator 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.

Position Description

This **part-time** contracted position will:

- Assist in implementing a regional school health policy agenda;
- Facilitate and maintain community school health coalitions;

- Serve as the local AFHK contact for partner school districts by providing direct technical assistance where needed on district infrastructure and wellness policies, physical activity, nutrition and social-emotional health best practices, trainings and resources;
- Recruit, coordinate and train districts, schools, parents/caregivers and community partners on effective best practices in school health and advocacy issues related to health and wellness;
- Support data collection from participating districts and tools utilizing the WellSAT and School Health Index data;
- Seek and maintain partnerships with local and state-based education and health partners and tap into local and state-based resources, knowledge and expertise to accomplish your deliverables;
- Work with other TX-based contractors, including the Texas State Coordinator and Family Connectors, to accomplish your deliverables;
- Disseminate project successes and lessons learned;
- Assist with funder reporting requirements;

Action for Healthy Kids is located in Chicago, IL, but the part-time contractor position will be in the El Paso region of Texas.

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.
- Skilled trainer or facilitator.
- Commitment to goals, vision and values of AFHK.
- Ability to travel in El Paso and New Mexico region.

Ideal Candidate:

- Bachelor's Degree in relevant discipline (I.e., public health, education, nutrition, kinesiology, health promotion) or strong relevant experience.
- 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.
- Bilingual (Spanish).

The ideal candidate will be able to collaborate in a fast-paced team setting and can self-start projects with minimal supervision thanks to exceptional time management and organizational skills. He or she will be a motivated and creative problem solver with strong oral and written communication skills as well as an ability to function well in a remote team environment.

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 by January 1, 2022 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