

# Indiana Chamber of Commerce

## JOB DESCRIPTION

**Department:** Wellness Council of Indiana (an affiliate of the Indiana Chamber)

**Position Title:** Healthy Communities Program Coordinator

**Reports To:** Executive Director of Wellness Council of Indiana

**Exempt/Non-Exempt:**  Exempt  Non-Exempt (OT Eligible)



### **Summary:**

This position has the responsibility of managing and promoting the Wellness Council of Indiana's Healthy Communities designation using internal and external resources to convene employers and community partners to improve the overall health of targeted communities.

### **Essential Duties and Responsibilities:**

Overall and day-to-day responsibility for the success of healthy communities' initiative.

Serve as a liaison between local community wellness efforts and employers, including WCI members, local chambers, economic development organizations, health departments, non-profit organizations, etc. to establish key objectives to improve community health.

Serve as convener and the consultant to assist communities as they begin, maintain, deliver and evaluate community-based wellness efforts.

Identify and solicit support for the Indiana Healthy Communities from potential donors.

Establish consistency in community engagement and be knowledgeable on business and medical issues pertaining to employee and community health and wellness.

Develop and execute outreach activities to build awareness around the Wellness Council, AchieveWell and the Healthy Communities initiatives on a statewide basis.

Additional duties:

- Coordinate internal resources and external resources to execute healthy communities' strategy.
- Ensure all project elements are delivered on time, within scope and budget
- For each community, assist in the definition of the project scope and objectives involving all relevant stakeholders
- Develop and maintain a detailed project plan to monitor and track progress Basecamp software program

### **Nonessential Duties/Responsibilities:**

Other duties/projects as assigned and as necessary by supervisor.

### **Job Requirements:**

- College degree preferred along with experience in project management
- Experience in organizing community coalitions or capacity building
- Knowledge of employer health and wellness priorities
- Requires excellent speaking and presentation skills, as well as written and verbal communication skills
- Experience in community development, medical/wellness related field beneficial
- Solid organizational, along with attention to detail and multitasking and interpersonal skills
- Motivated, self-starter able to work independently to complete tasks.
- Strong computer skills including Microsoft Office – Outlook, Word, Excel – and project management software

- Experience developing and tracking budgets
- Grant proposal writing and/or grant project implementation a plus

**Direct Reports:**

Incumbent has no direct reports and therefore has no supervisory responsibilities.

**Personal Work Relationships:**

Ability to work well with others and within a team-both externally and internally. Position requires working with all other aspects of the communities.

**Physical Effort:**

Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.