



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Title: **Program Coordinator**
Division/Team: Health/Living Well
Supervisor: Division Manager
Revision Date: February 2024

The Living Well Program is designed to improve the lives of those who are at risk of developing or have been diagnosed with a chronic disease. *Living Well* incorporates The Stanford Medicine Self-Management Curriculum that teaches community participants healthy eating, health-monitoring, and problem-solving techniques to better manage their health and promotes healthy physical fitness exercises.

Essential Duties and Job Responsibilities

- Responsible for all administrative and management activities related to implementing programs.
- Trains and evaluates staff; establishes effective working relationships and lines of communication with program staff and management team.
- Facilitate 6-week Diabetes Self-Management Workshop.
- Build partnerships with health agencies to promote the Diabetes Self-Management Workshop.
- Promote Living Well Workshops through Eventbrite, community partnerships and social media.
- Create bi-monthly Living Well newsletter.
- Create schedule for Living Well Workshops.
- Must complete Self-Management Resource Center Chronic Disease Self-Management training.
- Work with community centers and/or health centers to host the Diabetes Self-Management Classes.
- Completes annual performance goals and performance reviews, including introductory reviews for direct reports.
- Assesses and resolves operational and personnel issues within written policies and procedures.
- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Monitors and evaluates the accuracy of the program paperwork and client files.
- Performs other duties as assigned.

Job Specifications and Requirements

- Bachelor's Degree required in the field of health, education, or related human service field.
- At least three years of job-related experience, in administration and staff supervision.
- Ability to coach and train staff as well as identify skill gaps.
- Willing to work some evenings and weekends.
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must have outstanding organizational skills.
- Must have excellent presentation skills.
- Bilingual (English and Spanish or French or Creole) candidates preferred.

Other

Must have a valid Florida driver's license and reliable transportation.
Must pass a Level 2 background and drug screening.

To Apply:
Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER