



3146 E. Wier Avenue, Phoenix, AZ 85040  
PO Box 8814, Phoenix, AZ 85066  
Office number 602-305-4742

<b>Job Title:</b>	CHW Healthy Living Program Coordinator	<b>Hours:</b>	Full-time
<b>Level/Salary Range:</b>	\$50,000	<b>Reports To:</b>	Director of Community Health
<b>Length of Contract:</b>	One year		
<b>Applications Accepted By:</b>			

<b>EMAIL BY:</b> <a href="mailto:Executivedirector@unlimitedpotentialaz.org">Executivedirector@unlimitedpotentialaz.org</a>	<b>LOCATION:</b> Unlimited Potential 3146 E. Wier Avenue Phoenix, AZ 85040
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**Job Description:** Responsible for implementing effective programs, overseeing activities and details, and measuring overall success. Duties will include coordinating various administrative tasks, and ensuring the program meets company goals. Committed to growth and career development, our candidate will also strive to create positive experiences for all participants and repeat best practices for future programs.

#### **ROLE AND RESPONSIBILITIES**

- Establish and continue to build partnerships and meaningful relationships with related organizations throughout Arizona.
- Engage, coordinate and facilitate Healthy Living Programs in communities across Maricopa County.
- Recruit and facilitate caregiver support groups.
- Partner with various organizations to deliver and promote community health.
- Collect and report data from education sessions.
- Implement the curriculum designed for the program according to best practices and education standards and operating procedures.
- Promote diversity and inclusion
- Other duties as assigned

#### **Qualifications and Education Requirements**

- Bilingual (English and Spanish)
- CHW certification or willing to be licensed
- Bachelors degree in health related topic or equivalent years of experience
- Ability to schedule and manage tasks effectively
- Conflict resolution and problem-solving skills
- Written and verbal communication skills
- Teamwork and motivational skills
- Ability to work independently, prioritize projects and tasks, multi-task, and be an effective team member.

#### **Preferred Skills**

Candidates must interact well with people and respect diverse cultural backgrounds. AZ drivers license.