

Job Title: Grant Program Coordinator

Job Category: Non-profit/Charitable

Organization: North Carolina Alliance for Athletics, Health, Physical Education, Recreation, and Dance (NCAAHPERD)

Employment Type: This is an initial four year grant funded position and will be open until filled with a hiring range of \$30,000-\$35,000 annually. This contract position includes paid holidays and additional benefits.

Job Location: Raleigh, North Carolina

Supervisor: Director of Grants/Special Programs and the Executive Director, NCAAHPERD

How to apply: Please email resume, cover letter, & references to: ncspar1@aol.com

Subject Line: Grant Program Coordinator

Additional Information on Organization: NCAAHPERD.org

About the Organization: NCAAHPERD is a 501(C)(3) not for profit organization of Athletics, Health, Physical Education, Recreation, and Dance professionals whose mission is *"To provide advocacy, professional development, and unity for health, physical education, recreation, dance, and athletics professionals and students in order to enhance and promote the health of North Carolinians. Our vision is to be the leading organization promoting and supporting a healthier, more creative and active North Carolina."*

Position Description:

Assist the Director with the day-to-day administrative and operational activities of the "In-School Prevention of Obesity and Disease" Initiative. IsPOD is focused on a single educational purpose, is service oriented, and exists as a discreetly funded subset of integrated, grant-funded program activities.

Primary Duties and Responsibilities:

Assist the Director with, but not limited to:

- Promoting the program within the state
- Maintaining records and reporting materials to include participation statistics and other data as needed
- Preparing program evaluation reports
- Conducting health education presentations and trainings to the general public at many off-site locations.
- Serving as a liaison between NCAAHPERD, targeted schools, the North Carolina Department of Public Instruction, and/or external constituencies on day-to-day programmatic, operational, and administrative issues
- Facilitating training seminars, meetings and special projects
- Coordinating activities of support staff, consultants, faculty, and/or volunteers engaged in implementation and administration of program objectives.
- Writing, editing and coordinating development of promotional materials, educational materials, training manuals, newsletters, and/or brochures, as appropriate to the program.
- Implementing program policies, procedures, goals and objectives.
- Developing and implementing service interventions that meet program goals and objectives within the program budget.
- Preparing a variety of monthly and quarterly reports on program activities and operations and gather statistical data as needed or requested.
- Recruiting volunteers to assist with service provision.
- Facilitating SPARK and FITNESSGRAM training sessions
- Performing clerical and administrative support tasks, including creation, typing, and editing of program correspondence, purchasing documents, reports, program handbooks, and other publications.

NCAAHPERD received grants in partnership with the North Carolina Department of Public Instruction from the Health and Wellness Trust Fund Foundation, the Blue Cross and Blue Shield of North Carolina Foundation and the Kate B. Reynolds Charitable Trust to deliver a research based obesity prevention curriculum focusing on promoting healthy eating and increased physical activity to a diverse population.

Requirements:

- A minimum of a Bachelors of Science from an accredited college or university in Physical Education, Public Health, Wellness, Community Fitness and/or Nutrition, or a related field
- A minimum of two years working in the public sector administrating and educating in the areas of Health and Wellness. Experience in the planning and implementation of special events desired. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.
- Effective written and oral communications skills
- Strong organizational skills
- Ability to handle multiple tasks
- Computer literacy – Modern office procedures, methods and computer equipment - high level mastery of Word, Power Point and some familiarity with Excel
- Principles and procedures of recordkeeping.
- Grant writing skills desirable.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions and implement programs in support of program goals.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Possess the ability to coordinate and organize meetings and/or special events.
- Possess the ability to make administrative/procedural decisions and judgments.
- Perform miscellaneous job-related duties as assigned by the Director or the Executive Director.
- Must be a detail-oriented team player with the ability to work independently, and adhere to strict deadlines
- Maintain confidentiality of program information and records.

Profile: Culturally sensitive/competent • Ability to work well under pressure • Ability to work well independently • Self-starter • Detail oriented • Strong time management skills • Team player -- Strong interpersonal skills • Must be able to work independently with minimal supervision.

Licenses or certificates required: Current and valid driver's license.

Working Conditions: Sedentary to moderate physical work requiring the ability to lift a maximum of 50 pounds. Work primarily in clean, comfortable environment using a laptop computer, standard office equipment including copy and fax machines, telephone and calculators. Position requires operating a motor vehicle to travel to a variety of locations for presentations and special events. Must be able to work a flexible schedule consisting of primarily daytime work hours as well as some evenings, some overnights and occasional weekends • Travel from site to site. • Speak in public forums in various environments, including urban and rural communities.