

**HEALTHY LIVING PROGRAM ASSISTANT COORDINATOR GREAT
PLAINS YOUTH & FAMILY SERVICES, INC.**

901 S. Broadway
Hobart, OK 73651

The Healthy Living Assistant Program Coordinator will work under the supervision of the Program Coordinator and/or Executive Director to complete duties deemed necessary to develop and implement the second installment of the Healthy Living Program under the guidelines of the Tobacco Settlement Endowment Trust (TSET) to change social norms and improve outcomes in the areas of tobacco control, nutrition, and physical activity within the service area of Caddo and Kiowa Counties.

RECOMMENDATIONS FOR POSITION:

- Bachelor's degree preferred.
- Reside in Caddo County.
- Have the ability to reliably remote work.

POSITION KNOWLEDGE/SKILLS, ABILITIES, ACTIVITIES, AND DUTIES:

- Knowledge of work in tobacco control, built environment, nutrition, active living and transportation and strategies to increase access to healthy foods and beverages using an integrated approach, as applicable.
- Capacity to collect, review, analyze, prioritize, and use program and health-related data to make decisions, select strategies and develop a data driven strategic plan to address identified tobacco control and obesity issues.
- Capable of communicating clearly and concisely to a variety of audiences both orally and in writing.
- Ability to prepare and deliver public presentations, training events, and workshops around tobacco, physical activity, nutrition, and obesity prevention for selected audiences including youth and adults.
- Develops and maintains strong collaborative partnerships with key stakeholders and community partners across the service area of Kiowa County and Caddo County as needed.
- Communicates program goals and success to professionals, decision makers, community leaders, contractors, and the media with the supervision of the Program Coordinator and/or Executive Director.
- Analyzes, engages, and stays abreast of public health policy and standards.
- Provide expertise around community engagement and capacity building in communities across the service area of Kiowa County and Caddo County as needed.
- Ability to work collaboratively with stakeholders to foster mutual respect and trust and accomplish common goals and objectives.
- Ability to promote an idea or program to obtain buy in from stakeholders and partner organizations.
- Demonstrated experience in formulating and implementing policies and procedures.
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action.
- Demonstrate self-efficacy, flexibility, and the ability to see the big picture along with trustworthiness, patience, energy, and hope to reach program objectives.

- Demonstrates ability to provide technical assistance to various organizations in planning and managing community-based programs.
- Competence in problem solving, conflict resolution, and negotiation.
- Complies with all program, financial, and evaluation guidelines and requirements of the grant.
- Participate in all conferences, trainings, webinars, and other meetings required by the grant.
- Assist Program Coordinator with completion of each phase of the program. Ensures use of accurate demographic, scientific, statistical, and programmatic information related to tobacco control, nutrition, and physical activity issues.
- Experience with administrative/management skills.
- Must be an organized, proactive, work independently and be a self-starter; able to juggle numerous deadlines and various tasks; plan and manage time effectively.
- Ability to work well with people of diverse backgrounds, perspectives, and cultures.
- Must be willing to be a team player and work collaboratively with coalitions and community agencies across the service areas of Kiowa and Caddo Counties.
- Technical skills and proficiency in computer applications for research and education.
- Participates in all grant-related evaluation activities.
- Travel is required throughout service areas of Kiowa and Caddo Counties, and/or Oklahoma City, Tulsa and out-of-state, if approved by Program Officer.
- May not serve as a coalition officer.
- Other duties as identified and assigned by Program Officer, Program Coordinator, and/or Executive Director.

Salary: _____

Employee Signature

Date

Program Coordinator Signature

Date

Executive Director Signature

Date