



Building Healthier
Communities

2031C Hospital Drive
Sedro Woolley, WA 98284

PROGRAM COORDINATOR

Pay Rate: \$30.00- \$35.00 (DOE)

FTE: 0.80 - 1.0 FTE

Exempt Classification: Non-Exempt

Posted: 01/12/2023

Posting Closes: Open until filled

Are you looking for a position that makes a difference in the community? We currently have an opportunity for a passionate and experienced Program Coordinator for our Engaged Youth & Communities pillar. This position directly supports our goal of providing continuous prevention and wellness programming to meet needs in Skagit County and beyond.

United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We focus our work along six pillars of wellbeing: Active Living, Community Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets and Opportunities. Our programs, staff, and volunteers seek to uphold our core values of **compassion, collaboration, innovation, equity, and excellence**. Learn more about how we are building healthier communities at www.UnitedGeneral.org.

Job Overview:

The Program Coordinator will work within the District pillar structure to achieve grant and program objectives by collaborating with community stakeholders and funders to plan and carry out activities outlined in [Drug Free Communities \(DFC\) grant](#) for the Burlington community.

Responsibilities and Duties:

- Implement activities and programs outlined in grant/strategic work plans.
- Serve as a liaison between District 304 and our partners.
- Provide training, resources, assistance, and tools to various partners as needed to successfully implement programs.
- Collaborate with community and agency partners, including advisory boards, to ensure high quality outcomes.
- Complete assessment and reporting requirements for grants and partners.
- Review monthly budget reports for accuracy and assist with spend down planning.
- Provide regular updates and feedback to supervisor to ensure program alignment.
- Identify funding opportunities and assist with grant applications
- Other duties as assigned.

Qualifications:

- Bachelor's Degree or equivalent experience
- Working knowledge and understanding of current health promotion/health behaviors theories, practices, policies, and trends.
- Detail and solution oriented with developed problem solving and communication skills.
- Strong presentation and group facilitation experience with the ability to communicate and work effectively with a wide range of community members, including elected officials.
- Ability to exercise initiative, tact, discretion, and judgement in carrying out position responsibilities, work sensitively with persons of various ages, positions, cultures, and backgrounds.
- Effective working independently and as a part of a team.
- Requires flexible time schedule; occasional early morning, evening or weekend hours may be required.
- Required travel to meetings, conferences, and seminars. Must have access to reliable transportation.
- Knowledge and skill working with Microsoft Office and experience with Facebook and other social media formats.
- Bilingual Spanish speaking preferred

Work Conditions:

- General office environment, school settings and community functions.
- Standard office hours are generally between 8:00 a.m. to 5:00 p.m. with flexible start.
- Performing duties and attending events during the evening and on weekend occurs occasionally and is required.

Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day.
- Must be able to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis.
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- May be required to lift up to 25 pounds on occasion.

We offer competitive compensation and benefits including medical, dental, vision, life and disability insurances, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, employee assistance program and free membership to our fitness center.

TO APPLY:

Please visit our website www.unitedgeneral.org for a general application form. You can locate the form by clicking on the “Join Our Team” link under the “Contact Us” tab on our main webpage. Return your application along with cover letter and resume to the following:

Email: hr@unitedgeneral.org

We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.