



Building Healthier  
*Communities*

2031C Hospital Drive  
Sedro Woolley, WA 98284

## PROGRAM COORDINATOR – COMMUNITY & PROFESSIONAL EDUCATION

**Pay Rate:** \$28.00 – 36.00 per hour (DOE)     **FTE:** 0.60 – 0.80 (24-32 hours per week) NonExempt

**Posting Opens:** 8/03/2023

**Posting Closes:** 09/03/2023

Are you passionate about connection, learning, and growth? We currently have an opportunity for a motivated and experienced Program Coordinator for our **Community & Professional Education (CPE)** pillar. This position directly supports our goal of offering regular training and enrichment across the lifespan to people 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](http://www.UnitedGeneral.org).

### Job Overview:

The CPE Program Coordinator works within the District 304 pillar structure to achieve grant and program objectives by collaborating with stakeholders and funders to plan and carry out activities. This position supports mental health promotion and substance use prevention trainings and programs for youth, parents, and adults. Current grant funded initiatives include [Mental Health Awareness & Training](#), [Northwest High Intensity Drug Trafficking Area – prevention & intervention](#), and Washington State’s [Division of Behavioral Health & Recovery priorities](#).

### Responsibilities and Duties:

- Plan and deliver/facilitate trainings and programs with diverse audiences.
- Implement activities and programs outlined in grant/strategic work plans.
- Provide education, resources, assistance, and tools to various partners and community members.
- Serve as a liaison between District 304 and our partners.
- Complete assessment and reporting requirements for grants and partners.
- Utilize and review budgets for planning and accountability.
- 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.
- 3 – 5 years’ relevant experience, preferred.

- Working knowledge and understanding of teaching techniques and current health promotion/health behaviors theories, practices, policies, and trends.
- Strong presentation and group facilitation experience with the ability to communicate and work effectively with a wide variety of audiences.
- Detail and solution oriented with developed problem solving and communication skills.
- 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.
- Must have access to reliable transportation to attend meetings, conferences and seminars.
- Knowledge and skill working with Microsoft Office and experience with Facebook and other social media formats.
- Bilingual Spanish speaking a plus.

**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](http://www.unitedgeneral.org) for a general application form. You can locate the form by clicking on the "Contact Us" link on our main webpage. Return your application, cover letter and resume to the following:

Email: [hr@unitedgeneral.org](mailto: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.*