



**St. Lawrence County Health Initiative, Inc.**

**Job Description**

<b>JOB TITLE:</b>	Program Coordinator (aka School and Early Care and Education Coordinator)	<b>DEPARTMENT:</b>	Creating Healthy Schools and Communities
<b>REPORTS TO:</b>	Program and Engagement Coordinator OR Interim Director/Executive Director		
<b>FLSA STATUS:</b>	Nonexempt	<b>TYPE</b>	Part-time (20 hours per week), Hourly, Temporary
<b>OFFICIAL WORKSTATION:</b>	SLCHI Office Building 6439 State Highway 56, Potsdam, New York 13676, hybrid telework agreement may be entered into with approval from Supervisor and Executive Director/Interim Director.		

**JOB SUMMARY:**

The Program Coordinator (aka School and Early Care and Education (ECE) Coordinator) is responsible for managing the school and ECE activities associated with the Creating Healthy Schools and Communities grant. The goal is to establish and expand local public health efforts to readily implement evidence-based physical activity and nutrition strategies that build on existing community assets and coalitions. This position encompasses program implementation and evaluation, collaboration with schools and ECEs, and adherence to administrative and technological requirements, all aimed at supporting the organization’s mission, growth and community recognition.

**ESSENTIAL JOB DUTIES:**

The person must be able to perform all essential job duties, with or without reasonable accommodation:

- Collaborate with selected schools to effectively implement program deliverables, ensuring alignment with performance measures outlined in the approved work plan.
- Collaborate with the subcontractor and oversee the subcontract for the ECE strategy.
- Coordinate closely with other program staff to ensure successful achievement of performance deliverables, including the seamless integration of sustainability activities into program implementation.
- Conduct thorough evaluations of strategy implementation as mandated by the New York State Department of Health (NYSDOH), ensuring compliance and effectiveness.
- Maintain accurate records of all program activities to facilitate comprehensive tracking and reporting.
- Actively engage in a collaborative learning community facilitated by the Component B contractor, fostering knowledge sharing and continuous improvement.
- Participate in other projects within the Health Initiative to support the organization’s mission, growth, and recognition in the community.
- Fulfill additional duties as directed by the Program and Engagement Coordinator and/or Interim/Executive Director to support the overall success of the organization's initiatives.



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#### REQUIREMENTS:

**Education:** Associate or Bachelor's Degree.

#### Knowledge and Abilities:

- Ability to administer programs, including fiscal and data management.
- Ability to coordinate efforts, including with other staff and partners, to achieve performance deliverables.
- Ability to work effectively with diverse populations from school administrators to community members.
- Ability to work both independently and collaboratively.
- Strong written and verbal communication skills, including comfort with public speaking.
- Demonstrated organizational and time management skills.
- Proficiency or comfort with learning technology to support program activities.
- Commitment to maintaining both internal and external confidentiality at all times.
- Reliable personal transportation and the ability to work flexible hours, including occasional evenings, weekends, and/or overnight travel when required.

**Physical Requirements:** A person should be physically able to perform the tasks and/or functions listed to the extent job-related and consistent with business necessity. While performing the duties of this job, minimal to light physical effort is generally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

#### CERTIFICATES, LICENSES, INSURANCE, AND REGISTRATION REQUIREMENTS:

An employee in this position may be required to travel using their personal motor vehicle, therefore the employee must possess and be able to produce a valid NYS motor vehicle license, valid motor vehicle registration and a valid certificate of automobile insurance, as requested by the employer and as permitted by law. Driving records may influence employment or classification.



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**JOB DESCRIPTION ACKNOWLEDGEMENT**

All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Employees may be required to perform other job-related assignments as requested.

This Job Description shall supersede and replace all prior Job Descriptions and understandings, oral or written, between the SLCHI and employee.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Signature:

Date:

Supervisor Signature:

Date: