



Director of Adult Education Position Description

Supervisor: Executive Director, Live Healthy Appalachia

Live Healthy Appalachia is a 501(c)(3) nonprofit organization governed by a volunteer Board of Directors. The mission of Live Healthy Appalachia is to promote healthy eating and active living through educational opportunities and community partnerships.

General job description: The Director of Adult Education manages development, implementation, and oversight of adult programs, including coordination of the Complete Health Improvement Program (CHIP) as well as cooking and physical activity programs. Employee will also assist in planning and execution of Live Healthy Appalachia events.

Primary duties:

Complete Health Improvement Program (Approximately 50% of time):

- Perform community outreach for the CHIP program, including but not limited to presentations to interested groups, interviews with local media, attending local health fairs and acting as a first point of contact for potential participants
- Schedule, market, and facilitate information sessions for CHIP classes
- Order participant kits and invoice for CHIP classes as needed
- Market, schedule and coordinate a minimum of 3-4 CHIP classes per year secure facilitators for each class
- Assist CHIP facilitators with the coordination of pre- and post-CHIP health screens
- Collect and evaluate CHIP data

Adult Education (Approximately 50% of time):

- Schedule, coordinate, and facilitate nutrition education lessons with partner sites
- Recruit and train volunteers to lead and assist with community-based classes and workshops
- Assist executive director in securing program funding
- Write and manage grants
- Create and maintain program budgets
- Seek new partnerships to increase programming opportunities
- Represent LHA at community events
- Represent LHA by serving on related coalitions and committees in the community
- Assist with the planning of LHA events
- Fundraise for Live Healthy Appalachia
- Additional duties as necessary to support the mission of the organization

Knowledge, skills, and abilities needed: Self-starter, independent, forward-thinker. Clear and effective communication skills, both verbal and written; public speaking skills; training and leadership skills; ability to coordinate multiple programs simultaneously; strong relationship building skills; strong organization skills; ability to manage and train others; a background in nutrition or public health is preferred but not required.

Requirements: College degree. Experience working with persons in a public or office setting. Valid Ohio driver's license

Compensation and time commitment: Salary commensurate with experience. The work week will consist of 40 hours per week, depending on workload, including occasional night and weekend work.

Employee evaluation and probation: The coordinator will be evaluated annually by the Executive Director and will be subject to an initial probationary period of 120 days.

Salary range: \$32,000-\$36,000 commensurate with experience.

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By mutual agreement, the undersigned agree to the essential terms described above.

Employee:

Executive Director:

By: (print) _____

By: (print) _____

Signature _____

Signature _____

Date _____

Date _____