

**Community Wellness Program Manager
K-State Research and Extension
Marais des Cygnes Extension District # 16**

DESCRIPTION

The Community Wellness Program Manager will coordinate and manage the organization and function of a wide variety of events and activities within the Marais des Cygnes District. The position would be under the direction and supervision of the Marais des Cygnes District Family & Consumer Science Agents, with the support of the district director. The Community Wellness Manager shall work with other staff, partner with organizations and members of our communities to provide learning experiences to meet the needs and interests of residents of the Marais des Cygnes District.

This position will be a full-time hourly position. Some overnight travel, evening and weekend work will be required. Benefits offered with this position will include annual (vacation) and sick leave, quarterly cell phone stipend and an optional retirement benefit.

LOCATION

The Community Wellness Program Manager will be housed at the Marais des Cygnes Extension District Office in either Mound City or Paola, KS with program responsibilities in both Linn and Miami Counties.

RESPONSIBILITIES

In consultation with the Marais des Cygnes District Family and Consumer Science Agents:

1. Organizational and Event Planning, Management and Support:
 - a. Design, develop, coordinate, and evaluate community wellness programs and activities which may include but are not limited to: nutrition and health education for youth and adults, family finance, Medicare open enrollment and other programs related to the aging population.
 - b. Collect evaluations and demographics and enter them into the PEARS system.
 - c. Track program fees and purchases. Invoice when needed and submit requested reports and receipts.
2. Support effective community wellness program marketing and communication:
 - a. Assist in developing program marketing strategies.
 - b. Market program opportunities to the community and encourage participation.
 - c. Promote events and activities via flyers, social media and other avenues as appropriate.
 - d. Coordinate event promotion with website manager.
3. Work with Marais des Cygnes Extension District agents and staff to assure K-State Research & Extension's mission and policies are followed:
 - a. Participate in trainings and updates to remain current in knowledge and certification in program areas.
 - b. Provide an equal opportunity for all community members.
4. Other duties as assigned.

QUALIFICATIONS

Required:

- Passion to work with individuals of all ages to have a positive impact on the wellness of our communities.
- Proficient in Microsoft Office 365, social media platforms, internet, and email applications.
- High School Diploma, required
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.
- Be approved through required background screening.
- Ability to work flexible hours. The successful candidate will be expected to successfully manage their schedule including some overnight, evening, and weekend events.
- Ability to work independently in a fast paced, program/project focused environment.
- Excellent communication skills written, verbal and interpersonal.
- Ability to represent K-State Research and Extension Marais des Cygnes Extension District #16 in a professional manner.

Preferred:

- Bachelor's degree or combination of education, training and experience which demonstrates the ability to perform the functions of the position.
- Experience organizing programs and activities.
- Experience working with volunteers and co-workers to accomplish goals.
- Experience and skills in program development, teaching, and evaluation.

COMPENSATION

The Community Wellness Program Manager is a full-time (40 hours per week) position at \$15 per hour. Office hours are 8:00 am – 4:30 pm, Monday through Friday, but will be flexible with some evenings, weekends, and overnights required.

The position also includes the following benefits: annual leave (vacation), sick leave, quarterly cell phone stipend and an optional Simple 401K. No health insurance is currently offered.

APPLICATION PROCEDURE

To apply, send your resume and cover letter by email to tracy01@ksu.edu or mail/deliver to Tracy Lindsey, 913 N. Pearl Street, Suite 1, Paola KS 66071. Receipt of your application will be confirmed by email. The application deadline is August 16, 2022.

Cover letter stating that you are applying for the Marais des Cygnes District Community Wellness Program Manager Position. The letter should address experiences related to the above responsibilities and qualifications.

Resume which includes the following: educational background, professional experience, volunteer management/teaching experiences, honors, and any information important to communicate the qualifications for this position. Also include the names, email addresses and phone numbers for three professional references familiar with your work.

Question regarding this position should be directed to Family & Consumer Agents Franny Eastwood at fmeastwo@ksu.edu (913-795-2829) or Kathy Goul at kgoul@ksu.edu (913-294-4306).

A position offer is contingent on a successful pre-employment criminal background check.

This document is a general description of typical job duties, responsibilities, and qualifications of a Community Wellness Program Manager. Additional duties, specific qualifications and work emphasis may vary between individual positions.

The Marais des Cygnes Extension District #16 is an equal opportunity provider and employer. Background check required.