

United Way of West Florida Position Description

Position/Title: Healthy Schools Escambia Program Director

Reports to: Vice President of Impact Services

Salary: \$65,000

Exempt/Non-exempt: Exempt

General Purpose:

The Healthy Schools Escambia Program Director provides leadership and direction to the Health Schools Escambia initiative in selected the Escambia County School District. The Program Director will work closely with the Healthy Schools Escambia steering committee to develop and implement the initiative. This position will oversee the schools' Program Coordinators. This is a year-round position. Director will work predominately at assigned schools and periodically at the United Way Office.

Essential Functions:

- Design, implement, and supervise the Healthy Schools Escambia Program following the CDC's Whole School, Whole Community, Whole Child model.
- Develop relationships with school leaders, parents/families, and community organizations in order to successfully implement a strategy aligned to the CDC's Whole Schools, Whole Community, Whole Child model.
- Responsible for fostering a positive environment and day-to-day operations of direct staff, to include staff coaching, supervision, performance accountability and ensuring each team member is appropriately suited for their role.
- Assist with the recruitment, hiring, training and development of Program Coordinators
- Work with partner agencies to identify, develop, and implement engaging programming that supports the collective vision of the initiative.
- Manage data collection across the network of Healthy Schools Escambia programs.
- Demonstrate understanding of high-needs communities and knowledge of community organizing principles.
- Develop a volunteer network to support community schools.
- Participate in event planning and logistics.
- Establish annual team goals and objectives, track and report results.
- Deliver timely communication through regular management and team meetings.
- Coach, support, and evaluate team member performance.
- Prepare written materials for the purposes of documenting activities, providing written reference, and/or conveying information.
- Present the CDC's Whole Schools, Whole Community, Whole Child model to stakeholders, including students, parents, and community leaders.
- Follow and enforce district policies and procedures.

- Understand and respect the diversity of economic, linguistic, and cultural backgrounds and situations.
- Due to the leadership role United Way is called upon to play in the community, particularly during times of crisis, it is the expectation that all staff will be fully engaged in the organization's crisis plan and response efforts.
- Perform other duties and assume other responsibilities as assigned.

Education and Experience

- Bachelor's degree in an Education, Human Services, or Social Services related field and two years of combined experience in community outreach.
- Three years' experience in children's services, education or community health with an associates degree can be substituted for a Bachelor's Degree.
- Prior supervisory experience required.
- Proficiency required in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) required.
- Ability to work in a fast-paced environment and multi-task with a flexible, organized, and can-do attitude.
- Experience leading programs or project management.
- Experience building community relationships.
- Experience working with data to inform practice.
- Experience in contract management or grant reporting.
- Knowledge of the education system, including after-school and classroom coordination.
- Ability to work with a high degree of autonomy in a school setting.
- Work authorization requirements:
 - Clear the Department of Justice background screening
 - Authorized to work in the United States
 - Provide health (TB) clearance (must be renewed every four years)

Skills

- Effective communicator with excellent written and oral skills.
- Proven ability to manage and prioritize multiple tasks to meet deadlines without compromising quality.
- Effective prioritization, organization, and follow-through.
- Personal belief in, and passion for, United Way's mission, goals, and objectives.
- Ability to work with diverse populations and organizations.
- Strategic and analytical thinker
- Commitment to learning and professional development.
- Self-motivated.
- Strong team player with ability to work collaboratively.
- Perseverance.
- Optimism and positive attitude
- Detail oriented.
- Proficient in Microsoft Office products.
- Conflict resolution skills.

- Must have a current driver's license.

Must be able to work flexible hours including evenings and weekends.

Core Competencies

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand Steward