

Subject: Job Posting: Program Coordinator (Detroit)

The National Kidney Foundation of Michigan is looking for a **Full-Time Program Coordinator** to join our team in Detroit, MI. Under general supervision the Program Coordinator assists with the planning, organizing, promotion and consults on the development, implementation and evaluation of public health education programs. Develops key partnerships and grant opportunities with organizations to enhance program implementation and development. This position will specifically work within the NKFM Programs to Empower and Provide Support (PEPS) department on the Health Matters Program.

Major Responsibilities:

- Recruit schools, residential centers and worksites for adults with Intellectual and Developmental Disabilities to participate in a nutrition and physical activity education program.
- Work with sites to support them as they recruit participants for the program.
- Implement the nutrition and physical activity program and lead weekly sessions of the program.
- Administer and collect evaluation tools for evaluation of program activities
- Communicate with other project staff about status of program activities and evaluation items
- Maintains close communication with Supervisor, COO and other staff as assigned.
- Provide leadership at meetings which includes agenda development, recruitment to the meeting, announcement of the meeting and insuring that minutes are taken and follow up occurs.
- Integrate educational efforts, focusing on increasing awareness regarding the prevention of kidney disease and promoting programs that are available that improve the quality of life for people on dialysis in low income areas.
- Responsible for assigned grant contract reports.
- Maintain close working relationship with, program coordinators, regarding recruitment, program implementation and program evaluation.
- Assure integrity and confidentiality of data, data collection and evaluation.
- Provide leadership on multiple grant applications, progress reports and other funding sources as assigned.
- Maintain current knowledge of public health science through evidence based literature. Provide well versed presentations as requested.

Education/Experience Required:

- Degree in Social Work, 3-4 years' experience in public health
- Experience working with adults with intellectual and developmental disabilities in a school, worksite or residential setting
- Self-starter with community relationships
- Experience implementing nutrition and physical activity programs
- Excellent communication skills

To apply email resume and cover letter to hr@nkfm.org with the subject line "PEPS Program Coordinator"