

# Worksite Coordinator

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## About the Job

### Duties

Incumbent functions as Worksite Coordinator for the 901 Component 1 of the Communities Putting Prevention to Work (CPPW) program within the Division of Nutrition and Physical Activity (DNPA). The Worksite Coordinator will provide direction in the development and implementation of 901 statewide interventions to promote physical activity, healthy eating, and tobacco cessation and control through policy and environmental systems change within employment settings. The Director of the DNPA and the Director of the Healthy Communities Division will provide supervision for the Worksite Coordinator.

Representative duties include:

- Communicate with employers throughout the state on policy and environmental interventions.
- Build support with worksite partnerships and coalitions to implement 901 interventions to meet established goals and objectives.
- Review and advise on physical activity initiatives to promote physical activity.
- Implement evaluation strategies of 901 interventions within employment settings and ensure that they are consistent, based on best available evidence and coordinated with other efforts, thus promoting their effectiveness.
- Provide technical assistance to internal and external partners as needed.
- Maintain professional knowledge of current trends, developments, guidelines, recommendations, and research in the field.
- Represent the DNPA at meetings and functions at the local and state level to promote and implement the 901 interventions and other DNPA initiatives.
- Travel throughout the state as determined by the objectives in the work plan and approved by the Director of the DNPA.
- Assist with grant reporting as needed.
- Participate in internal and external workgroups and meetings as needed.

Candidate should hold certification either as a registered dietitian with the American Dietetic Association Commission on Dietetic Registration and/or have at least a master's degree in nutrition or public health nutrition, or hold a master's degree as well as experience in a discipline related to physical activity promotion (e.g., exercise science, exercise physiology, or physical education) and public health. Prefer individual with worksite wellness experience.

## **Worksite Coordinator...continued**

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### **Job Requirements**

- Thorough knowledge of national nutrition and physical activity recommendations and population-based nutrition and physical activity interventions across all settings with specific emphasis on employment settings.
- Thorough knowledge and understanding of policy and environmental approaches to increase physical activity and healthy eating, especially through changes to the built environment.
- Thorough knowledge of nutrition and physical activity measurement and evaluation procedures.
- Thorough knowledge and understanding of population-based health interventions.
- Strong oral and written communication skills.
- Ability to lead working groups whose expertise is needed to develop policy and environmental changes to support physical activity, healthy eating, and tobacco cessation and control.
- Ability to work effectively with the staff of DNPA, ITPC, and other chronic disease programs, as well as state and local decision-makers and others outside the public health community.
- Extensive knowledge of coalition and partnership development and implementation in an effort to leverage resources and mobilize programs towards reaching a common goal.
- Ability to work under pressure/tight deadlines in a fast-paced environment.
- Ability to multitask and prioritize.

As a contracted employee of Knowledge Services, you will be responsible for meeting the needs and job requirements at The State Department of Health.

### **Contact Information**

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