



## TOUGALOO COLLEGE Tougaloo, MS 39174

### NOTICE OF JOB OPENING

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#### Health Educator

##### **Position Summary:**

This professional-level position reports to the executive director of the George A. and Ruth B. Owens Health, Wellness, and Human Resources Center. The Health Educator will design, plan, and implement health education programs for the campus and community. The work involves collaborating with healthcare agencies, providers, and community-based organizations to expand community outreach efforts and synergize community partnerships.

##### **Responsibilities:**

###### ***1. Manage fitness center:***

- Maintain documentation of all health promotion transactions in coordination with the Fitness Manager, Senior Administrative Assistant, and Executive Director.
- Assist with recruiting, hiring, training, and supervising support staff.
- Manage fitness center memberships.
- Supervise part-time staff, consultants, and contractors directly related to the fitness center and health and wellness programs.
- Conduct a bi-annual inventory of all fitness center property and equipment.

###### ***2. Assist with developing and implementing strategic plans and public health programs.***

- Spearhead monthly health and wellness activities for the campus and community.
- Develop health promotion marketing under the supervision of the Executive Director.
- Prepare a monthly health promotion and fitness center activities and events calendar.
- Work closely with staff to organize and conduct health fairs, screenings, workshops, and other health promotion-related activities and events.
- Assist with developing and implementing strategic plans and public health programs.
- Identify, develop, and submit proposals for external funding opportunities.
- Conduct background research and expand health and wellness programs and service offerings under the supervision of the Executive Director.

###### ***3. Identify and foster collaborations among healthcare agencies, providers, and community-based organizations.***

- Assist the Executive Director with day-to-day logistical support, including attending, participating, and/or conducting special initiative meetings.
- Conduct internal and external presentations.

###### ***4. Perform other administrative duties as assigned.***

- Submit accurate, complete documents and monthly reports.
- Maintain an accurate filing system.
- Travel within the city and state to accomplish specific goals, objectives, and activities.
- Adhere to strict deadlines.
- Perform other duties as assigned.

## Required Experience/Knowledge/Skills:

The incumbent must possess a master's degree from an accredited four-year college or university in health education, public health, or a closely related field. The incumbent must have at least five (5) years of professional experience in developing and administering health education and/or community outreach programs and activities and at least five (5) years of direct-line supervision experience. The incumbent must also possess a certified health education specialist credential. The incumbent must be proficient in promoting healthy behavior modifications and lifestyle practices and demonstrate efficacy in the following: administering initiatives, building and engaging teams, executing analytical, problem-solving, decision-making, and communication skills, and conducting well-executed presentations. Effective negotiation, mediation, partner-building, self-development, management, and motivating skills are required. The incumbent must also exhibit professional accountability, a strong, positive work ethic, and public service commitment.

The above listings of duties and responsibilities are not exhaustive and are subject to review and change.

<b>Date of Position Opening:</b>	January 9, 2025
<b>Application Deadline:</b>	Until the position filled
<b>Salary:</b>	Commensurate with experience
<b>Job Listings:</b>	<a href="https://www.tougaloo.edu/about-tougaloo-college/jobs">https://www.tougaloo.edu/about-tougaloo-college/jobs</a>
<b>**Email App/Resume/Cover Letter to:</b>	<b><u>TougalooCareers@tougaloo.edu</u></b>
<b>Physical Address:</b>	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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