



WELL BEING PROGRAM COORDINATOR

DEFINITION

Under general supervision of the Director of Risk Management & Insurance, facilitates and coordinates the implementation of the District's Employee Well-Being Program. This position is funded by Blue Shield of California and administered through the District's Benefits Management Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Embrace the Employee Well-Being Mission
- Collaborate with the Well-Being Committee to set direction and focus for the program
- Ensure the Committee is active and engaged in wellness programs
- Recruit members for the Well-Being Committee and for Site Wellness Champions
- Schedule and facilitate monthly Committee meetings; Establish agenda for Committee meetings
- Participate in conference calls and attend face-to-face meetings
- Share ideas/committee accomplishments with the Benefits Management Board
- Gather feedback from the Benefits Management Board for future plans and work with the Well-Being Committee to implement new programs
- Serve as the primary point of contact for all Employee Well-Being communication
- Share relevant information obtained from meetings with pertinent employees
- Distribute flyers and promotional material for Employee Well-Being events and activities
- Oversee the planning and execution of well-being initiatives. Gather feedback from employee groups on the effectiveness of the well-being initiatives

QUALIFICATIONS

- Outstanding presentation and facilitation skills
- Strong interpersonal skills (communication, problem solving, conflict management, collaboration)
- Strong organizational skills