



Position Description

Maternal and Child Health Coalition of Greater Kansas City, Inc. DBA Mother & Child Health Coalition (MCHC)

- Title:** Director of Education and Health Promotion
- Reports to:** Executive Director, Mother & Child Health Coalition
- Basic Function:** This position is responsible for the education and training of health care providers and consumers of child-bearing age and their families, especially participants in the Kansas City Healthy Start program.

Primary Responsibilities:

Planning and evaluation of educational activities for the Coalition, Healthy Start staff and participants, and the community at large

Responsibility for the health promotion and wellness efforts of MCHC and Kansas City Healthy Start (KCHS)

To fulfill these duties and responsibilities, the Director of Education and Health Promotion will:

- ❑ Plan and coordinate the programs for quarterly meetings, conferences and seminars for MCHC
- ❑ Design and implement an overall plan that serves as a base for all health-related education and training activities
- ❑ Provide community events promoting healthy lifestyles
- ❑ Identify and secure resources for education, training and health promotion activities
- ❑ Facilitate the provision of continuing education credits as appropriate
- ❑ Provide input for the MCHC newsletter
- ❑ Promote maternal and child health and safety at community public awareness events
- ❑ Serve as KCHS and MCHC liaison for related community agencies
- ❑ Work with Healthy Start key personnel and committees to develop and implement consumer recruitment strategies

- ❑ Develop resources that promote healthy life styles among consumers
- ❑ Supervise health promotion and education project staff as appropriate

Job Qualifications:

Required qualifications

- ❑ At a minimum, baccalaureate degree in Education, Health or Social Services
- ❑ Three (3) years experience in related area
- ❑ Excellent written and oral communication skills
- ❑ Basic computer and software knowledge
- ❑ Experience in adult education
- ❑ Experience working with volunteers and multi-cultural populations
- ❑ Strong organizational and team building skills
- ❑ Ability to be a self-starter

Preferred qualifications

- ❑ Master's level degree in related area

INSTRUCTIONS FOR APPLICATION

If you are interested in applying for this position, please send both a **cover letter**, and your **résumé** to:

Mother & Child Health Coalition
c/o Anne Biswell, Office Manager
6400 Prospect Ave. Suite 216
Kansas City MO 64132
(816) 283-6242 ext 226
(816) 283-0307 fax
abiswell@mchc.net

OPEN UNTIL FILLED. Applications will be accepted by mail, fax **or** email. Please be sure to include current contact information and if your qualifications match our needs, we will call you to schedule an interview.