



**POSITION ANNOUNCEMENT:
CULTURAL WELLNESS PROGRAM ADMINISTRATOR**

About this Position

Cultural Wellness is a collaborative training program through I Am Well Foundation with trainings specially designed to empower providers and practitioners to eliminate barriers and access to care for populations with health equity disparities. These trainings include Core Competency trainings – including the Whole Person Approach, Cultural Validation, and Peer-to-Peer education techniques – as well as population-based trainings focused on the needs of people facing systemic barriers, including, but not limited to, LGBTQ+ communities, monolingual Spanish-Speaking communities, immigrants and refugees, people with a mental health diagnosis, people with lower income, people with mobility barriers, and people who have been incarcerated. Cultural Wellness Instructors have lived and professional experience in the topics covered to empower providers and practitioners to ensure health equity and inclusion for the communities they serve. The Program Administrator will provide general grant management assistance and coordination for the program, as well as customer service for Cultural Wellness participants, grant partners, Cultural Wellness instructors, and I Am Well Foundation providers and practitioners. This position is based on grant funding with the possibility of long-term growth. Remote work options and flexible hours. Some evenings and/or weekends may be required due to national time zones.

To apply, please send cover letter and resume to Shelly Acker, I Am Well Foundation Board President at shelly.acker@iamwellfoundation.org by December 13, 2023.

Job Description: I Am Well Foundation Cultural Wellness Program Administrator

Part-Time: 15 Hours Per Week

Rate: \$25 per hour

Qualifications

- Demonstrable understanding of and commitment to the mission, vision, core beliefs, guiding principles and values of I Am Well Foundation
- Commitment to honoring and celebrating human diversity and making health and wellness accessible to all people, including people of all religious beliefs, political beliefs, skin colors, cultural beliefs and backgrounds, sexes, genders, sexual orientations, physical, mental and emotional abilities, immigration statuses, languages, economic backgrounds, criminal backgrounds, etc.
- Passion for health equity and accessibility, and empowering others through education and training
- 3-5 years customer service and program/project management experience
- 1-3 years progressively successful grant management and acquisition experience
- Demonstrated experience helping to facilitate group understanding and consensus
- Demonstrated experience maintaining confidentiality in a health and wellness setting exercising appropriate discernment and discretion
- Demonstrated effective communication skills with all team members; Demonstrated ability to work with a wide variety of health professionals, donors, funders, volunteers, instructors, and business and community leaders with unique and diverse approaches to health and wellness
- Preferred or helpful, but not required: Successful experience in marketing outreach and/or event coordination; Background and/or experience in health, public health, wellness, health equity, and/or human services

Skills

- Excellent oral and written communication skills
- Excellent organization and task management skills with an orientation to details and meeting deadlines; Ability to prioritize and complete multiple tasks
- Self-driven and motivated with ability to work and complete tasks independently, as well as within a team setting towards collaborative and shared goals
- Ability to summarize status reports and activities
- Ability to use basic email and Office software

Responsibilities

General Administration

- Provide general customer service for the Cultural Wellness program, including responding to and routing Cultural Wellness program questions and inquiries as appropriate; assisting

Cultural Wellness participants in accessing online trainings and completing the certificate and evaluation program; and informing Cultural Wellness instructors of in-person/live online training requests.

- Provide follow up communication for Cultural Wellness Platform and In-Person/Live Online training participants to assist them in completing their certificates and evaluations; Assist I Am Well Foundation team members, providers and practitioners in completing onboarding packets and Cultural Wellness trainings
- Assist in preparing I Am Well Foundation invoicing and program usage/outcome reports; Compile evaluations and generate reports

Grants Management & Fundraising

- Coordinate communication, timelines, invoicing and reporting between Cultural Wellness partners and instructors; Complete grant reports and invoices on time and act as a liaison with grant and contract funders
- Assist in researching, applying for, and managing new grants and funding for Cultural Wellness and associated programs

Marketing & Outreach

- Compile Cultural Wellness activities for reports and marketing promotions; Assist in coordinating outreach and marketing events, including Cultural Wellness program launch/review events; Assist in creating and implementing direct outreach and marketing techniques for the Cultural Wellness program, including direct emails, phone calls, and e-newsletters as needed.

Reports to: Board President
