

NOTICE OF JOB OPENING

GRANT FUNDED POSITION

Posting Begins	October 14, 2021	Posting Ends	October 27, 2021
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Position Title	PROGRAM COORDINATOR
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Department	Health	Division	Community Health
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Public Health Department 619 Ann Avenue Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: The Program Coordinator in the Community Health Division has the responsibility of sustaining and growing the Unified Government's multi-site AmeriCorps VISTA Program. AmeriCorps VISTA is a national service program designed to aid sustainable solutions to poverty. VISTA Members build capacity within UG departments and community partner organizations that serve our community. The UG's program (coordinated from within the Public Health Department) has a special focus on placements that improve community health and well-being. Position duties include: designing member assignments; conducting member training; maintaining positive relationships with site supervisors; recruiting individuals into the program; retaining and supporting current members; coaching and collaboration with two VISTA Leaders; and coordinating the Summer Associate program.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Preferred experience; AmeriCorps or Peace Corps alum; supervisory experience; recruitment of volunteers or employees; content retention, social media earned media or public relations. Valid Kansas Driver's License is required.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,000.53- \$5,350.80/mo.	PI #	6847	Class. Code	1417
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE

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