

**CASS COUNTY EXTENSION**  
**JOB OVERVIEW FOR CASS COUNTY WELLNESS COORDINATOR**

**Position Details:**

- Reports to the Cass County Extension Director
- Works in a team relationship with other staff members in the Extension office and partner organizations
- This position is part time, regularly scheduled for 20 hours/week on average
- Work hours are variable, are not limited to normal office hours, and should be scheduled to effectively carry out programming goals while balancing hours worked on a weekly basis.
- Occasional evening/weekend work may be necessary to accommodate program needs
- This position is an IPERS-eligible position
- Employers share of Social Security, IPERS and Medicare will be paid, as required by law

**Responsibilities:**

- Provides leadership to and promotes Cass County wellness initiatives and special projects
- Promotes collaboration between local groups focused on community health initiatives in Cass County
- Builds partnerships and facilitates conversations with diverse stakeholders
- Builds capacity for wellness-focused programming within Cass County organizations
- Implements local projects, promotes and plans local events with community partners
- Promotes a county-wide philosophy of health and well-being, through concrete, actionable and accessible programs and projects
- Assists with the Community Health Needs Assessment and with meeting the goals of the County Health Improvement Plan
- Creates impact reports for project partners and grant funders
- Serves as a resource to Cass County communities for evidenced based wellness resources and programs
- Other duties may be assigned as needed to maintain office and program operations

**Skills/qualifications needed:**

- Excellent communication skills; including ability to lead teaching and training activities, market programs and facilitate group discussions
- Financial skills- including basic fundraising and budget management; experience with grant writing and reporting a plus
- Self-motivated, organized and team player

- Inclusive and interest in collaboration with all Cass County residents
- Good listener and inquisitive; willing to actively seek out new resources and opportunities
- Embrace and practice a philosophy of health and well-being
- Able to perform moderate lifting and other physical tasks associated with carrying out the program mission
- Possess a valid driver's license and have access to reliable transportation
- Able to successfully pass Iowa State University Extension Background Screen
- Computer skills (Microsoft office, e-mail, basic databases, social media, etc.)
- High school diploma required; higher education degree or certification in wellness related-field, or equivalent work experience preferred