FLORIDA LITERACY COALITION, INC.

Position Description

Health and Financial Literacy Program Coordinator

The Florida Literacy Coalition seeks an individual to manage and support the Florida Health Literacy Initiative and Florida Financial Literacy Initiative programs.

Duties include:

1) Manage health literacy and financial literacy mini-grants programs.
2) Coordinate the mini- grant application, review and distribution process.
3) Implement grant reporting and reapplication procedures.
4) Collect and synthesize data reported on the mini- grants, including pre and post health and financial literacy assessments. Draft related foundation grant reports.
5) Organize periodic meetings/conference calls among FLC and grant recipients.
6) Identify and help facilitate opportunities for grantees to collaborate with potential partners.
7) Conduct project site visits as time and resources permit.
8) Serve as organizer of one day Florida Health Literacy Summit.
9) Coordinate the development of supplemental materials, such as health literacy lesson plans, activities and supplements to "Staying Healthy" curriculum.
10) Coordinate and offer health literacy and financial literacy workshops and professional development opportunities, including those offered at the Florida Literacy Conference.
11) Conduct periodic workshops on health literacy.
12) Coordinate the distribution of "Staying Healthy" materials.
13) Manage content on the health literacy and financial literacy section of FLC's website.
14) Contribute articles to state newsletter.
15) Help identify potential partners, funders and opportunities to expand these programs and educate people about health and financial literacy.
16) Perform other related duties as assigned.

Qualified candidates should hold a minimum of a bachelor's degree in a related field. Experience in health services/communications, public health, adult education and/or health education preferred. Strong organizational and communication skills, attention to detail and problem-solving abilities required, with project or grants management and event planning experience preferred.

Grant funded position. Open until filled. Some travel required.

30 hrs per week. Flexible hours and paid vacation. Pay range: $15.00 - $16.50 hr

Send resume and cover letter to jobs@floridaliteracy.org

Please include position title in the subject line