

## **JOB DESCRIPTION**

### **PHW Western NC Regional Coordinator**

**Hours:** Full time with occasional evening and weekend engagements and some travel across the state

**Approximate Salary:** \$38,000 with benefits (health insurance after one month; retirement option after 3 months)

**Reports to:** PHW Program Director

## **COUNCIL DESCRIPTION**

With more than eight decades of progressive activism, the North Carolina Council of Churches remains the leading faith-based ecumenical voice for justice advocacy in North Carolina. We are particularly concerned about issues related to health care, immigration, farmworkers, care of creation, voting rights, food security, peace, and making all congregations healthier places. The Council embraces ethnic, racial, gender, and sexual diversity, while standing within the Christian faith.

## **PHW DESCRIPTION**

Partners in Health and Wholeness (PHW) works with faith communities across the state helping them live healthier and more fulfilling lives. PHW provides faith communities with tools, resources, and support to enhance their capacity and readiness to address the health priorities of their congregation and surrounding community. By strengthening the connection between faith, health, and social justice as well as helping faith communities be the leads in addressing their health issues, we hope to help reduce the health burden in NC.

## **JOB RESPONSIBILITIES**

The PHW Regional Coordinator will serve an eight-county region of congregations located in the western part of the state and identified as Tier One counties by the North Carolina Department of Commerce. These counties include Caldwell, Graham, McDowell, and Rutherford. Additional counties within region will be confirmed after hire. Overall statewide efforts to improve the health of clergy, congregants, and community will be led by the PHW Program Director. Specific job responsibilities of the PHW Regional Coordinator include:

### **Certification and Mini-Grant Program**

- Meet with clergy, congregants and community partners to recruit congregations to participate in the [PHW certification and mini-grant program](#)
- Offer technical assistance to PHW certified and mini-grant congregations in the assigned eight-county region

### **Outreach**

- Plan events and or activities that promote PHW partnerships, resources, and support services that help congregations take steps towards better health and wholeness
- Develop special projects and/or resources for PHW statewide initiatives regarding areas such as (but not limited to) food systems, mental health, health policy/advocacy, etc.

### **Partner and Resource Mapping**

- Identify and recruit regional and local faith, public health, and social justice leaders to support congregations in health and wellness initiatives
- Map regional and local health partners and resources for documentation and web posting
- Assist congregations with identifying and connecting to strategic partnerships with regional and local faith, public health, and social justice programs

### **Administrative**

- Complete program and financial reports related to program activities in eight-county region.
- Write and submit blogs to promote information regarding faith, health, and social justice
- Attend monthly staff meetings
- Assume other tasks as requested by the PHW Director and NC Council Executive Director

## **QUALIFICATIONS**

### **Required:**

- Public health/health and wellness experience
- Excellent oral and written communication skills
- Organizational and relational skills
- Self-guided with attention to detail
- Ability to work collaboratively and respectfully with others
- Proficiency in MS office
- General agreement with the NCCC's mission for Christian unity and social justice and PHW's mission for promoting health as a practice of faith and social justice
- Resident of one of the eight counties served
- Willingness to undergo a criminal background and/or credit check

### **Preferred**

- Program planning and budget management experience
- Interest and background in food systems, mental health, or health policy/advocacy
- Experience working with faith communities and/or nonprofit organizations
- Advanced degree in public health, religion, theology or a related field
- Proficiency with WordPress and iContact
- Affiliation with a faith community that is part of the NCCC's membership

## **HOW TO APPLY**

To apply please submit resume and cover letter to [jobs@ncchurches.org](mailto:jobs@ncchurches.org) no later than 5 p.m. on January 31, 2016. Please note: **PHW Regional Coordinator: Western NC** in the subject line.

For more information about the North Carolina Council of Churches, please visit [www.ncchurches.org](http://www.ncchurches.org). For more about PHW, see [www.healthandwholeness.org](http://www.healthandwholeness.org).