



Partners in
HEALTH
and
WHOLENESS

Being healthy. Being faithful.

AN INITIATIVE OF THE
NORTH CAROLINA COUNCIL OF CHURCHES

**North Carolina Council of Churches
Partners in Health and Wholeness Program
Immediate Position Opening: Program Coordinator
June 15, 2021**

40 hr/wk; 3 weeks paid vacation; paid sick leave
3-month probation period
Retirement benefits available when the probation period concludes
Salary commensurate with experience

COUNCIL DESCRIPTION

With more than eight decades of progressive activism, the North Carolina Council of Churches remains the leading faith voice for justice advocacy in North Carolina. We are particularly concerned about issues related to racial equity, universal health care, the environment, fair wages, gun violence prevention, and voting rights..

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. To learn more about our certification and mini-grant programs please visit www.healthandwholeness.org.
[PHW Values Statement](#)

JOB DESCRIPTION

The qualified candidate will join a dedicated team of professionals working directly with faith communities and health-related resource partners across North Carolina. You will play an essential role in ensuring that all office administrative functions are coordinated to achieve a high level of productivity for the program. In order to be successful in this position, you should be detail-oriented, self-motivated, and have excellent written and verbal communication skills with the ability to prioritize tasks. Some weekends and evenings are required. This position is grant-funded.
Typical responsibilities will include:

- Administrative oversight for the PHW programs. Specifically: disseminate information, oversee Collaborative Pledge and mini-grant process, solicit renewals, maintain database, support special projects as needed.

- Prioritize and respond to electronic and other correspondence.
- Coordinate social media, newsletters, and website maintenance.
- Assist with program evaluations and reporting outcomes.
- Coordinate and attend events.
- Maintain inventory of resources for use by faith communities and partners.
- Compile reports required by funders and NC Council directors
- Participate in resource partner events as needed.
- Participate in PHW team meetings and ongoing strategic planning.
- Represent PHW at NC Council communications meetings as needed.
- Assist with NC Council events and initiatives as time permits.

Essential Skills:

- Proficient in Microsoft Office suite
- Organizational and relational skills
- Excellent communication skills (written and oral)
- Clear racial equity lens and commitment to ongoing cultural competency improvement.
- Detail-oriented
- Ability to work within a team and independently
- Comfortable using social media and communication platforms

Preferred skills:

- Bi-lingual, specifically Spanish
- Experience in a healthcare environment or passion for healthcare issues
- Public Speaking skills

To apply, send a cover letter, resume, and professional references as a single PDF file that has your name in its title, and “PHW Program Coordinator” in the subject line to jobs@ncchurches.org.

This position is open immediately and will be filled as soon as possible. The Council is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. The Council does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, gender, gender identity, sexual orientation, age, or disability