



Alaska Wellness Coalition Coordinator

The Alaska Wellness Coalition envisions communities where Alaskans thrive. Our membership is diverse, including Alaskans working in public health, positive youth development, the recovery community, social services, Alaska Native tribal health, and community development. The Alaska Wellness Coalition is a network that works collectively to improve the health and wellness of all Alaskans. The coalition promotes wellness alliances through information sharing of best practices, training, strategic prevention, research and data, and statewide advocacy for health and wellness.

Job Summary:

- Engage agencies, organizations, coalitions, and other key stakeholders to build and maintain partnerships
- Assist the coalition to oversee and manage its operations including facilitation and organization of coalition meetings, outreach and communications, planning, and implementation
- Seeks to create and build alignment and collaboration across common activities, priorities, and programs across the State
- Development of the Training Collective to provide an ongoing platform/resource for access to information, trainings, workforce development, and prevention resources
- Provide opportunities for technical assistance, consultation, support, and mentoring among coalitions through the development of a Mentoring Cohort
- Mobilize and leverage local, regional, and statewide partnerships
- Documents coalition activities and progress toward goals and objectives
- Assists in conducting annual strategic planning and the development of an annual action plan
- Develops content for the coalition website, social media, and newsletters
- Provides analysis and outreach related to health and wellness data
- Assist in the development and execution of the Annual Advocacy Agenda
- Facilitate and document communication (meetings, resources, information) between team members and outside stakeholders
- Attend meetings with community partners

Minimum Qualifications:

- Bachelor's degree with 1-2 years' experience in health, wellness, or prevention field
- Excellent writing and communication skills
- Innovative, attention to detail, and organized
- Interest and experience in the field of primary prevention
- Ability to work with a wide range of people and organizations
- A positive attitude, resilient, and ability to handle pressure
- Knowledge of issues facing rural Alaska
- Understanding of working with people from diverse backgrounds

Preferred Skills:

- Communication tools and social media (Twitter, Instagram, Facebook, MailChimp)
- Survey and Data Collection (Survey Monkey, Excel/Google Sheets)
- Marketing (Canva, Toonley)
- Meeting Organization (Zoom, Doodle, Google calendar)

Compensation

\$3500.00 per month.

This is a full-time, off-site, contract position and can be located anywhere in the state of Alaska.

Reports to: Coalition Leadership

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity or expression, religion, national origin or ancestry, age, disability, marital status, pregnancy, protected veteran status, protected genetic information, or any other characteristics protected by local laws, regulations, or ordinances.

<https://alaskawellness.org/>