



Title: Health and Wellness Program Coordinator

Status: Coordinator

Pay Range: \$43,014 - \$49,171 annually

Wage Last Amended: June 2018

Reports to: Health and Wellness Manager

Department: Student and Career Services

Full/Part Time: Full-time

Job Description Last Amended: January 2019

SUMMARY

The Health and Wellness Program Coordinator works within the BCIT Student Association Wellness Department to plan, coordinate and execute a range of educational events and programs that proactively address student wellness at all BCIT campuses. The Coordinator supports the Health & Wellness team to constantly evaluate and adapt the portfolio to student needs and wants and to support under-served populations. The Coordinator acts as a backup for the Student Health Plan Administrator when necessary and provides guidance and administrative support to Student Chairs in the management of their respective Schools.

JOB DUTIES

Health and Wellness Programs

- Coordinate a range of health and wellness related programs, including planning and execution
- Work with the Satellite Services Coordinator to develop and implement wellness services and programming across all BCIT campuses
- Assist with the identification of areas of need within the Student & Career Services Department and contribute to the development of services and programs to meet student needs
- Coordinate all event logistics with Events Portfolio including event request submissions, setup, takedown and execution
- Register participants, conduct program-related meetings; book rooms, equipment and catering
- Liaise with appropriate BCIT departments to coordinate delivery of events and programs
- Attend events as a representative of the Health and Wellness Department and develop, set up and staff health and wellness tables at events
- Maintain thorough knowledge of BCITSA programs to answer questions and coordinate engagement and promotion of products, services, and resources for a variety of BCITSA departments at special events
- Facilitate in-person & online group wellness workshops, as needed
- Assist in wellness special projects, as needed

- Coordinate purchase of supplies and manage supply inventories for wellness events

Wellness Campaigns

- Collaborate with Wellness Department team to generate ideas for relevant wellness campaigns
- Collaborate with Events portfolio and necessary internal and external stakeholders to plan and execute successful campaigns
- Assist with evaluation of campaigns upon completion and adjust accordingly

Support Student Chairs

- Assist student Chairs in their respective initiatives
- Provide administrative assistance for set and class representative meetings
- Collaborate with students to implement ideas and resolve issues brought up in meetings
- Plan and deliver Student Chair training sessions

Promotions

- Collaborate with Marketing and Communications Department to promote programs
- Engage with students at events and information tables for programs
- Submit requests for promotional material to Marketing and Communications Department
- Assist in distribution of all marketing and publications materials

Evaluation

- Assist the Health and Wellness Manager with program evaluation
- Recommend any program adjustments or cancellations
- Survey program participants and volunteers and compile results; use data in evaluations
- Assist with data entry and data analysis
- Ascertain student populations that are under-served and develop remedies

Relationship Building, Networking and Communication

- Develop and cultivate authentic relationships with all staff, students and key internal and external stakeholders & partners
- Attend internal meetings, committees, and both formal and ad hoc functions, as required to increase opportunities for the Department and Association as a whole
- Coordinate communications between all related parties for respective programs
- Respond promptly to student inquiries through various channels and escalate issues to Manager, as needed

Operational Duties

- Understand and follow all policies and procedures
- Maintain portfolio records, statistics and security

Financial Management

- Collaborate with Health and Wellness Manager in order to create program budgets
- Maintain program budgets; report fluctuations to supervisor
- Manage program expenditures within set budgets and submit receipts promptly to Manager

Other Related Duties

- Assist other staff with duties, especially when busy
- Other related duties as required

BCITSA Agent

- Maintain a professional and friendly demeanor when interacting with any internal or external stakeholders
- Understand and promote our mission and values naturally and know our basic history

Supplementary Information

- Attend all staff meetings and training sessions as required

REQUIREMENTS AND ASSETS

Requirements

- College diploma in related field with one year of relevant experience or the equivalent combination of education and experience
- Highly motivated to support student well-being and work within an inter-disciplinary environment to foster and strengthen partnerships with a variety of stakeholders
- Team-oriented as well as the ability to receive direction and work independently
- Excellent interpersonal and communication, including both verbal and written, skills
- Demonstrated ability to multitask, organize and prioritize work in a fast-paced environment
- Intermediate proficiency using computers, Windows, and Microsoft Office Suite Applications (e.g., Word, Excel, PowerPoint)
- Valid BC Drivers license

- Occasional travel to satellite campuses
- Requires some evening shifts
- Must be able to lift up to 11kg (25lbs), bend, crouch, climb, stand and carry

Assets

- Experience developing and implementing health promoting programs
- Understanding of post-secondary student wellness needs and best practices
- Access to reliable transportation for occasional travel and transportation of event supplies & large equipment to satellite campuses
- Experience facilitating group workshops
- Event management experience
- Public speaking experience