



Job Title: Healthy Lifestyle Coach
FLSA Status: Part Time, Exempt

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

The Center is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Job Summary

The Center is looking for a reliable, personable and highly flexible Healthy Lifestyle Coach to join our team. The Healthy Lifestyle Coach will work closely with our clients and their families in promoting wellness and helping individuals realize their personal best. Our Healthy Lifestyle Coach will be responsible for developing a wellness coaching relationship with clients and assisting the client through the process of actively working towards better health by providing support, encouragement and education. The ideal candidate will have excellent knowledge in health, nutrition and fitness issues.

Primary Roles and Responsibilities

- Provide effective solutions and suggestions on health and fitness issues
- Work closely with the Fit Body and Soul wellness team in meeting the program and organizational goals
- Facilitate, build and monitor relationships including tracking contacts in database and managing follow-up
- Contact program participants that are eligible for the program for enrollment and provide necessary wellness coaching to reduce or eliminate high-risk behaviors
- Identify the need for behavioral change to improve health status, reduce health risks and improve quality of life
- Develop customized care plan for program participants including goals and plans of action
- Document activities and record information, such as the number of participants attending and completing programs, presentations conducted and persons assisted
- Suggest exercises, diet plans, nutrition and mental stress reducing techniques

Requirements/Qualifications

- Bachelor's degree or a certification from an accredited professional wellness coaching training program preferred in health promotion, health education, athletic training, nutrition, other health related field and two years of experience as a wellness coach
- Excellent public speaking and presentation skills
- Ability to connect with diverse communities and forge strong relationships
- Strong computer skills, familiarity with Microsoft Office 2016, Word, Excel, Outlook, PowerPoint.
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Knowledge of specific disease and lifestyle related topics such as diabetes, weigh management, nutrition, stress reduction
- Ability to perform several tasks concurrently, time management and organizational skills
- A multi-tasker and team player with the ability to wear many hats in a fast-paced environment
- Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter and resume to the following email address and include *Healthy Life Style Coach* in the subject line: Careers@caahealth.org. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.