



Wellness Activities Coordinator

Please submit a cover letter and resume to jobs@peaceneighborhoodcenter.org

****Do not call or use any other method to ask about this position****

Position Profile: Peace Neighborhood Center is a private, non-profit community organization that provides programs and services for individuals and families with social and financial needs. The Wellness Activities Coordinator is responsible for the coordination and implementation of wellness activities across all Peace Neighborhood Center's sites, which include Baker Commons, Maple Meadows, West Arbor, the Wellness Center, and the Peace HUB Community Resource Center. Wellness activities include, but are not limited to, physical activity, mindfulness, community building, and nutrition.

Expectations for the Wellness Activities Coordinator:

Activity Management – 80%

- Design and implement Wellness Activities aligned with the Peace Neighborhood Center Wellness Program Logic Model across sites.
- Travel to various locations to implement wellness activities at Baker Commons, Maple Meadows, West Arbor, and the Wellness Center.
- In collaboration with the Case Management team, Wellness Director, and Executive Director, identify activities delivery sites and set up systems to facilitate activities.
- Collaborate with the Peace Case Management team to align program strategies with the overall organization's goals.
- Manage activities resources, ensuring the necessary resources to carry out duties effectively.
- Evaluate the effectiveness of activities based on feedback from participants, the Case Management team, the Wellness Director, and the Executive Director.
- Identify areas of improvement and implement necessary changes.
- Research emerging wellness trends and service delivery.
- Manage the day-to-day operations of the Wellness Activities.
- Maintain accurate records of activities and attendance.

Participation & Partnership Management – 20%

- In collaboration with the Wellness Director and with support from the Peace Case Management team, identify individuals to participate in Wellness Activities.
- Ensure the Wellness Director understands progress toward Wellness Activities goals throughout the process.
- In collaboration with the Case Management team and Wellness Director, design long-term goals for Wellness Activities.
- Develop and execute strategies for participant engagement in the Wellness Activities.
- Build effective relationships with Peace participants and families, serving as an ambassador for Peace Neighborhood Center's vision and mission.
- Professionally represent Peace Neighborhood Center in all dealings with external partners, ensuring retention of partnerships and deepening of relationships
- Meet with individuals, families, and community members as needed.



Reports to: Wellness Program Director and Peace Executive Director

25 hours/week, Monday-Friday: will include some evenings and weekends, although weekly adjustments to the schedule are possible.

Salary Range: \$26,000-\$35,000 Yearly

Aflac Policy and Retirement Savings Package (403-B)

Paid Vacation and Holidays:

- Two weeks vacation, one personal day, and birthday
- Holidays including MLK, Memorial Day, Juneteenth, July 4th, Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve and Day
- New Year's Day

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.