



# Program Coordinator

## Get Healthy Utah

Salt Lake City, Utah (Hybrid)

**Get Healthy Utah**, a 501(c)(3) nonprofit organization, is seeking a full-time Program Coordinator to support and advance statewide efforts that improve healthy eating, active living, and mental well-being for Utah residents. This position plays a key role in coordinating organizational programs, supporting partnerships, and contributing to communications, grants, and daily operations.

## Key Responsibilities

- **Coordinate Get Healthy Utah programs**, including coordinating the Healthy Utah Community designation and supporting program planning, implementation, and evaluation.
- **Build and maintain partnerships** by conducting outreach, participating in coalitions, and helping facilitate meetings and collaborative projects.
- **Develop communication materials**, including blogs, newsletters, social media content, and educational or marketing materials (often using Canva).
- **Represent the organization** by giving presentations at community events, conferences, and professional meetings.
- **Support fundraising and grants**, including grant writing, reporting, and basic grant management tasks.
- **Contribute to administrative needs** and other assignments that support daily operations.

## Ideal Candidate

The ideal candidate will have:

- Education and experience in public health, health education and promotion, or a closely related field.
- Experience working in a nonprofit setting and/or supporting fundraising efforts.

- Strong verbal and written communication skills, including the ability to write clearly, accurately, and professionally.
- Experience creating communications or marketing materials (Canva experience preferred).
- Strong presentation skills and comfort speaking to a variety of audiences.
- Experience collaborating with multiple partners or stakeholders.
- Proficiency with standard office software (word processing, spreadsheets, presentations).
- The ability to work both independently and collaboratively, manage multiple tasks, and meet deadlines.
- Strong organizational skills, attention to detail, and the ability to follow instructions and carry tasks through to completion.

## Minimum Requirements

- A bachelor's degree in public health, health promotion, or a related field.
- Excellent written and verbal communication skills.

### Preferred:

- A master's degree in public health (MPH) or related field.
  - Experience with nonprofit organizations, health promotion programs, or community-level initiatives.
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## Work Schedule & Location

- **Full-time, 40 hours per week.**
- **Hybrid work environment:** at least one day per week in the Salt Lake City office, with the option to work remotely the remainder of the week.
- **Attendance at in-person meetings,** community events, and conferences is required as needed.

## Compensation & Benefits

- **Pay range:** \$25-\$32/hour, based on experience and qualifications

- Full benefits package, including health insurance, paid time off, and retirement contributions.
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## **How to Apply**

Please submit the following materials to [info@getthehealthyutah.org](mailto:info@getthehealthyutah.org):

- Resume
- Cover letter outlining your interest and qualifications
- Contact information for two professional references

**Applications due by Friday, December 12th.**