



# *be well* Schools Project Manager

## **Job Description**

**The *be well*** Health and Wellness Initiative (*be well*) seeks to hire a *be well* Schools Project Manager. The *be well* Schools Program collaborates with two school districts, Denver and Aurora, to support the creation, implementation and evaluation of school health policies, practices, built environment changes and school health programs at individual schools in Northeast Denver and Northwest Aurora neighborhoods. Candidates for this role should be experienced with K12 schools and possess the ability to manage a portfolio of relationships within schools. Candidates should also be able to communicate efficiently with stakeholders and execute a vision to improve the health of schools in the *be well* Zone. The *be well* Zone is a six-neighborhood area encompassing Northeast Park Hill, Greater Park Hill, East Montclair, Northwest Aurora, Montbello, and Stapleton.

The *be well* Schools Project Manager will be responsible for furthering the efforts of *be well* School Wellness Teams (SWTs) through grassroots engagement with staff, students, parents, teachers, administrators and community partners. School Wellness Teams are comprised of various, diverse stakeholders and meet regularly to create healthier school environments by embedding health and wellness into their schools' culture and system, as well as demonstrating the critical link between student health and academic achievement.

The *be well* Schools Project Manager will work with SWTs to 1) recruit, sustain and engage participation of members, 2) complete an assessment/inventory to learn the current "health status" of their school, and 3) develop and execute a roadmap (also known as a Community Action Plan [CAP] or School Health Improvement Plan [SHIP]) to improve healthy living at the school. Roadmaps focus on reducing health disparities through policy, systems and environmental changes to create health equity among all students regarding physical activity, nutrition, and mental health. Roadmaps detail measurable goals, objectives, and strategies using a timeline to track progress.

The *be well* Schools Project Manager will be accountable for and have overall responsibility for the success of *be well* SWTs in Northeast Denver and Northwest Aurora. Success for this role will be measured by:

- Sustaining current SWTs and developing new SWTS, as necessary and appropriate
- Representation and engagement from students, parents, teachers, staff, community partners and school leadership on SWTs
- Implementation of SWT projects and activities to achieve policies, systems and environmental changes as they related to physical activity, nutrition and mental health
- The impact of SWTs on the overall goals of the *be well* Health and Wellness Initiative to achieve health equity in the *be well* Zone



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## Duties and Responsibilities

### K12 Schools

- Promote and recruit students, parents, teachers, staff, community partners and school leadership to participate on SWTs or incorporate a school wellness agenda into an existing group at each **be well** school
- Attend and facilitate school wellness team meetings including meeting organization and structure (i.e. provide healthy snacks, lead a warm-up activity, type agendas and notes, and complete follow-up tasks)
- Schedule and aid in the completion of a biennial assessment/inventory to learn the current “health status” of each **be well** school (i.e. Colorado Healthy Schools Smart Source Survey: <http://www.coloradoinitiative.org/our-work/health-wellness/smart-source/>) and review/synthesize results with SWT members
- Work with SWTs to design and implement a Healthy School Roadmap (also known as CAP or SHIP), based on Smart Source Survey results and/or needs of the school as determined by the entire SWT and school leadership. Roadmaps should detail 1-3 projects (depending upon complexity) that influence school operations and promote local policy change at the individual school level, advocate and help make sustainable built environment changes and/or provide programs or events to address specific health topics tailored to the school’s student body or the surrounding area. Roadmap projects should ultimately focus on reducing health disparities to create health equity in the **be well** Zone
- Ensure activities in the Roadmap are being monitored, measured, and evaluated properly on an ongoing basis
- Maintain monthly contact with SWT leader/co-leaders and designated SWT staff
- Provide technical assistance to SWTs applying for funds from the **be well** Healthy Schools Mini-Grant Program, including writing the grant application, and if awarded, completing the mid-term verbal report and final written report
- Review all SWT applications on a rolling basis for the **be well** Healthy Schools Mini-Grant Program with other **be well** staff and provide follow-up communication with schools including confirmation of receipt, score card with rationale and notes from the review committee, and formal award notification letter
- Provide technical assistance to SWTs applying for funds, or leveraging support, from community partners, local and national nonprofits, and/or businesses
- Provide trainings for SWTs or Professional Development for school staff, as necessary and appropriate
- Prepare, plan and host All-School Wellness Roundtable meetings (quarterly) to allow SWTs to network and share best-practices and challenges, as well as ensure SWT roadmap activities align with the overall goals of the **be well** Health and Wellness Initiative CAP
- Work with the **be well** Youth Council Project Manager to ensure **be well** Youth Council members are active participants on their SWTs and on overlapping activities between the **be well** Youth Council and **be well** SWTs
- Work with the **be well** Youth Water Campaign Manager to lead a collaborative effort to build public awareness around the importance of and access to free, clean drinking water in Denver and Aurora Public Schools and improve or create policies related to such water in schools
- Work with other **be well** Project Managers on special projects and activities that overlap between the **be well** Initiative and **be well** SWTs including meetings, trainings, orientations, or events
- Attend community meetings/events to further build the presences and awareness of the **be well** Schools Program including but not limited to the Aurora Public Schools District Wellness Team meetings (monthly) and Denver Public Schools Health Advisory Council (quarterly)
- Engage school personnel, families, and students in **be well** activities and the annual **be well** Awards and Community Celebration



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## **Duties and Responsibilities**

### Project Management

- Monitor budget to make certain SWT mini-grants and projects are completed within allocated cost
- Prepare a weekly progress (status report) and monthly financial report (expense report) on the outcomes of activities and costs
- Develop and manage communication and administrative systems that optimize the flow of information to and among *be well* Schools
- Maintain all SWT marketing and communications activities including the website and social media platforms
- Maintain and/or establish partnerships with students, nonprofit organizations, schools, government agencies, business partners and other allies to support the *be well* Schools Program
- Collect data, prepare reports and make presentations, as requested
- Work with evaluators to track, monitor and evaluate success of the *be well* Schools Program, including SWT activities, outreach, participation and advocacy efforts
- Represent the *be well* Schools Program locally, statewide, regionally and nationally as necessary to share the impact of SWTs

### **Required Skills**

- Experience working with schools, preferably in the Denver and/or Aurora School Districts
- Proven track record for successful meeting facilitation, including strong organizational skills, grassroots engagement, and public speaking
- Proven ability to balance multiple projects and demonstrate leadership skills
- A passion for and experience working with students, staff and schools to support health and well-being
- Understanding of and experience working with diverse communities
- Experience planning and executing successful projects independently
- Demonstrated ability to communicate effectively with multiple target audiences including students, parents, educators, administrators, and other community members
- Ability to work in teams, participate in cross-departmental planning, and work with a diverse group of stakeholders
- Excellent verbal and written communications skills
- Flexibility in working environment and approach to change
- Loyalty and honesty
- Strong communication skills (written and verbal)
- Available to work nights and weekends, as necessary

Please send resume and cover letter to:

Sam Valeriano

*be well* Health Policy Project Coordinator

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Open until filled

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