



NOVA ScriptsCentral Inc.

Job Title:	Education Outreach Coordinator	Job Category:	Health Education
Location:	6400 Arlington Blvd, Suite 120, Falls Church VA 22042	Travel Required:	30% of the time to local counties.
Level/Salary Range:	\$15-\$18/Hr	Position Type:	Full Time Some after Business Hours work required
HR Contact:	Samantha Wentling	Date posted:	9/1/2016

Applications (Coverletter and Resume) Accepted By:

FAX OR E-MAIL:703-532-0372 or swentling@novascriptscentral.org

Subject Line:

Attention: Recruiting/Education Outreach Coordinator**MAIL:**Samantha Wentling
NOVA ScriptsCentral INC.
P.O. Box 4145
Falls Church, VA 22042

Job Description

ROLE AND RESPONSIBILITIES

The role and responsibility of the Health Education Outreach Coordinator is evolving as NOVA ScriptsCentral applies for and receives new community based health outcome grants. The following list of roles and responsibilities is not exclusive but takes into account the implementation of this program for the next several years.

- Create educational materials and/or webpage content related to the program.
- Identify venues to hold the community health classes
- Lead classes in partnership with a pharmacist and pharmacy students on healthy lifestyles based off of sound research
- Comprehensive organizational skills and ability to coordinate multiple tasks and meet deadlines
- Strong project management skills and experience, including integrated task list development, project monitoring and reporting, quality and resource management
- Work within the NOVA Scripts team and partners to create a well-rounded program for total body health for our community members.
- Help out occasionally in the pharmacy with daily operations.
- Oversee TV show production details such as managing volunteers including: video editors, videographers, etc.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The Health Education Outreach Coordinator should have three to five years of work experience in an outreach position. This position requires candidates to be familiar with concepts of health literacy, health promotion and health disparities. Must have a current, certified pharmacy technician license*. Candidates with a bachelor preferred. Candidate can substitute extensive experience for education requirements.

*NOVA ScriptsCentral will pay for candidate to test for their license within 90 days of hiring date. Failure to get license invalidates any job offers barring special circumstances.

PREFERRED SKILLS

- A detail oriented candidate who demonstrates initiative and possess critical thinking skills
- Outstanding time management and organizational skills



- Excel at working both independently and as part of a team
- Must have excellent interpersonal communication skills.
- Be able to develop outreach materials such as educational handouts, brochures and presentations with the Microsoft Suite or Adobe
- Know how to use social media platforms for engagement
- Experience with video editing is a plus but not required
- Bi-lingual Spanish is a plus but not required

ADDITIONAL NOTES

This job is open until filled.

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.