



## POSITION DESCRIPTION

<b>TITLE</b>	<b>Public Health Fellow I</b>
<b>FTE/CLASSIFICATION</b>	Nonexempt
<b>REPORTS TO</b>	Program Manager, Grants
<b>SUPERVISES OTHERS</b>	No
<b>COMPENSATION</b>	\$37,920 annually, plus benefits
<b>EDUCATION</b>	Bachelor's degree in public health or related field of study. Master's degree preferred.
<b>DESCRIPTION</b>	The Public Health Fellow I supports and coordinates public health program initiatives in communities where people experience barriers to nutritious food and opportunities for physical activity.
<b>LOCATION</b>	Lansing, MI

### ESSENTIAL FUNCTIONS

- Partners with various internal teams to understand and provide project deliverables, such as action planning, application development, technical assistance, event planning, training, and outreach.
- Participates in program trainings and events related professional development and skill training.
- Conducts independent projects under the direction of an evaluation specialist.
- Enters program and evaluation data for assigned projects.
- As needed, assists, and supports the resources and training department by updating the virtual ecosystem.
- Performs other duties and responsibilities as required or assigned.

### EDUCATION/EXPERIENCE

- Bachelor's degree in public health or related field of study.
- Master's degree preferred.

### KNOWLEDGE/SKILLS/ABILITIES

- Ability to work independently as well as in a team.
- Demonstrates initiative, assesses assignment requirements, identifies plans, and completes assignments from start to finish.
- Strong critical thinking skills.
- Demonstrates competency in computer skills, including Microsoft Word, Microsoft Excel, PowerPoint, and virtual meeting systems.
- Ability to communicate clearly and concisely, verbally and in writing.



- Detail oriented with a high level of accuracy.
- Ability to work in a fast-paced, ever-changing environment under tight deadlines.
- Demonstrates a high degree of integrity and professionalism.
- Ability to work independently with minimal oversight or supervision.

## **PHYSICAL REQUIREMENTS**

- Talking – expressing or exchanging ideas by means of the spoken word to impart oral information to other accurately (4-6 hrs. daily).
- Hearing – perceiving the nature of sound by the ear (4-6 hrs. daily).
- Sitting – remaining in a seated position (6-8 hrs. daily).
- Standing – remaining on one's feet in an upright position at a workstation without moving about (1-2 hrs. daily).
- Lifting – raising or lowering an object under 20 lbs. from one position to another (infrequently).
- Office Environment – general office work environment (6-8 hrs. daily).

## **BENEFITS AND WORKLIFE BALANCE**

- Paid time off starting at four weeks for a calendar year, pro-rated based on start date.
- Fourteen paid holidays and a paid winter break office closure in late December.
- Flexible hybrid work schedule.
- Provision of up-to-date technology and support.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support for a variety of life's challenges.

## **OTHER INFORMATION**

- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.



- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

## HOW TO APPLY

Email your cover letter, resume, and writing sample to Kendra Keyes at [kkeyes@michiganfitness.org](mailto:kkeyes@michiganfitness.org) by January 31, 2024, or until a suitable candidate is identified. Include *Public Health Fellow I* in the subject line.

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*Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.*

*Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.*