



POSITION DESCRIPTION

TITLE: Public Health Fellow II
PAY RATE: \$17.30 per hour
FTE/CLASSIFICATION: 1.0/Non-exempt
DESCRIPTION: A temporary, one-year position that provides experience in statewide public health programs offered to an entry-level professional with an advanced degree in public health or related field.

ESSENTIAL FUNCTIONS:

- Assist with the development, implementation, and evaluation of public health programs.
- Serve on a collaborative team to collect, analyze, and report on process and outcome data as it relates to nutrition and physical activity programming.
- Outline evaluation and communication strategies using the Social-Ecological Model for public health practitioners focusing efforts on policy, systems, and environment change.
- Conduct literature reviews and develop white papers on assigned public health topics.
- Maintain expertise in state and federal guidelines related to nutrition education and physical activity promotion, including SNAP-Ed Guidance.
- Participate in the development and distribution of reporting, including data visualization, to multiple stakeholders.
- Build relationships with partner organizations and provide ongoing technical assistance.
- Coordinate and participate in trainings and events.
- Serve as a team project representative at local, state, and national conferences as requested.
- Travel independently in-state and out-of-state, on weekdays and weekends.

QUALIFICATIONS:

- Higher education degree in public health or related field strongly preferred
- Familiarity with data collection, analyses, interpretation, and reporting
- Computer and software skills (MS Office Suite, SPSS, NVivo, data visualization software, analytics, etc.)
- Ability to manage multiple tasks simultaneously
- Results oriented and self-directed
- Ability to work on and contribute to a team



- Strong organizational and problem-solving skills
- Excellent written and verbal communication skills are critical

OTHER INFORMATION:

- Potential for a second-year fellowship opportunity based on organizational need.
- 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).
- Due to the COVID-19 pandemic, all staff are currently working remotely. Upon re-opening, all staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

BENEFITS AND WORKLIFE BALANCE:

- Paid time off starting at 4 weeks for a calendar year, pro-rated based on start date.
- Twelve paid holidays and a paid winter break office closure in late December.
- Flexible 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.
- Pet-at-work program to allow staff to bring their pets to 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.



Please email cover letter, resume or CV, and an essay (500 word limit, 12-point font, double-spaced) on a priority public health need, approach(es) and rationale that are relevant to the mission and vision of the Michigan Fitness Foundation to Dr. Lila Gutuskey at lgutuskey@michiganfitness.org. Include Public Health Fellow in the subject line.

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