



## POSITION DESCRIPTION

<b>TITLE</b>	Public Health Fellow
<b>FTE/CLASSIFICATION</b>	Non-exempt
<b>COMPENSATION</b>	\$17.30 per hour, plus benefits.
<b>EDUCATION</b>	Bachelor's degree in public health or related field of study, advanced degree preferred.
<b>DESCRIPTION</b>	The Public Health Fellow (Fellow) supports and coordinates public health program initiatives that focus on nutrition and physical activity. This early career, one-year position may be renewed upon recommendation, funding, and organizational need.
<b>LOCATION</b>	Michigan Fitness Foundation (MFF) is located in Lansing, Michigan and supports a hybrid work environment for this position.

## ESSENTIAL FUNCTIONS

- Works with the internal team to understand and provide project deliverables, such as action planning, application development, technical assistance, event planning, training, and outreach.
- Serves on the planning committee for annual training conference.
- Participates in program trainings and events related to professional development and skills training.
- Assists and supports the resources and training team by updating content on Connect Space platform.
- Conducts independent projects under the direction of a program manager.
- Enters program and evaluation data for assigned projects.
- Participates in interdisciplinary work groups and interacts with experts including registered dietitians, program managers, communications team, and evaluation team.
- Performs other duties and responsibilities as required or assigned.
- Travel independently in-state and out-of-state, on weekdays and weekends.

## JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to work independently and on a team.
- Demonstrates initiative to assess requirements, identify plans, and complete assignments from start to finish.
- Strong critical thinking skills.
- Demonstrates competency in computer skills, including Microsoft Word, Microsoft Excel, PowerPoint, and virtual meeting systems.



- Clear, concise, and consistent verbal and written communication skills.
- Detail orientated 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.

## EXPECTATIONS

The purpose of the Public Health Fellowship is to enable early career professionals with an opportunity to round out their academic training and gain practical public health experience. The majority of this work focuses on SNAP-Ed eligible populations. Specific focus areas can be adapted to fit the candidate's experience, education, and career development interests.

- Building public health skills in research, resource development, training logistics, project management, evaluation, and technical assistance related to nutrition and physical activity.
- Under the guidance of the Program Manager, Grants, the Fellow should expect to gain skills and experience in a variety of areas, such as:
  - **Intervention design:** how to design and update following competency and standards based, age appropriate materials that introduce nutrition and physical activity concepts.
  - **Training:** how to effectively plan, present, and facilitate in person and virtual trainings.
  - **Communications:** how to use oral and written professional communication to build relationships and communicate to a variety of audiences.
  - **Evaluation and analysis:** how to develop evaluation plans using program goals and design valid and reliable survey instruments and assess program impact through data analysis.
  - **Technical writing and informatics:** how to write using plain language and translate data into meaningful graphics, figures, and information for a variety of audiences.
  - **Collaboration and teamwork:** how to use and leverage the skillsets of others to produce timely, quality deliverables.
  - **Time management:** how to prioritize tasks to effectively manage workflow to meet project timelines.

## BENEFITS AND WORKLIFE BALANCE

- Generous paid time off policy. 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 for home and office based on your work arrangement.
- 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 healthy lifestyles.
- 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.

#### **OTHER INFORMATION:**

- Primarily remote options available.
- Must be able to attend periodic in-state and out-of-state multiday 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.
- 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**

Application due date is January 3, 2023, or until suitable candidate is identified. Email your cover letter and resume to Kendra Keys, [kkeys@michiganfitness.org](mailto:kkeys@michiganfitness.org). Include *Public Health Fellowship* in the subject line.

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*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. 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.*