



POSITION: Workplace Health and Wellbeing Specialist

REPORTS TO: Director of Workplace Wellbeing

DATE: March 28, 2022

ORGANIZATION DESCRIPTION: The Wellbeing Partners (TWP) seek to build wellbeing into the way communities grow and do business. Our membership is made up of corporations, community partners, and individuals who want to see a community where all people and places thrive. For more information on TWP, please visit: <https://thewellbeingpartners.org/>

POSITION SUMMARY:

The Workplace Health and Wellbeing Specialist contributes to the fulfillment of The Wellbeing Partners' (TWP) mission and vision by assuring that TWP members and partners are being served through consistent communication, member management, grant management, planning and promotion of all programs, events and education opportunities.

RESPONSIBILITIES:

- Lead member engagement strategy (25%)
 - Assist TWP leadership in workplace wellbeing functions
 - Serve as liaison between TWP member companies
 - Provide membership assistance and workplace wellbeing expertise to members
 - Work closely with member and non-member organizations to engage them in the TWP programs and offerings
- Co-create, implement, and evaluate workplace strategy within grant funded programming (25%)
 - Collaborate and communicate with the funding partners to implement deliverables and report progress
- Design, coordinate, and deliver educational programming for TWP members and partners through workgroups, educational forums, and signature events (25%)
 - Plan, prepare, and lead TWP education opportunities
- Manage member communication platforms including CRM and resource library, ensuring information is up to date with high levels of user experience satisfaction (15%)
- Collaborate and develop with TWP team and participate in trainings and/or continue education on relevant material for professional development (10%)
- Performs other duties as assigned

QUALIFICATIONS AND SKILLS:

Bachelor's degree required. Master's degree beneficial. Emphasis in workplace collaboration, workforce health, benefits, health education, or related field. Three to five years of experience in executing a health and wellness program in a workplace setting and/or the worksite wellness industry. Training experience in workplace wellness or workforce health, and health coaching certification and/or experience desirable.

Knowledge/Skills/Abilities

- Demonstrate the philosophy and values of the organization
- Demonstrate strong organizational and time management skills

- A superior attention to detail and ability to manage multiple tasks effectively – on time and on budget – are a must, as is accountability and punctuality
- Demonstrated skills in planning, group dynamics, group facilitation and the leadership of groups
- Strong written and verbal communication skills; good presentation skills to large and small groups
- Knowledge and use of Microsoft Sharepoint, Word, Excel, PowerPoint, Publisher, and internet
- Computer and technical skills using design software, data management and office software products
- Excellent written and verbal communications skills
- Ability to follow oral and written instructions
- Ability to work well either alone or as part of a team
- Ability to collaborate with the team and help team culture
- Pro-active work ethic, self-directed
- Must respect and maintain confidentiality
- Previous non-profit, fundraising, event planning or wellbeing experience preferred

WORKING CONDITIONS:

Normal office environment with hybrid meetings virtually and in-person. Routine periods of sitting, walking and standing required. Frequent travel throughout the Omaha area. Nonsmoker.

DISCLOSURE STATEMENT:

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

HOURS/PAY:

Working hours are normally within the 8am -5 pm Monday through Friday, 40 hours/wk. Work outside the normal business hours occur on occasion during special events may be required. \$50,000.00 - \$60,000.00/yr.

EMPLOYEE BENEFITS INCLUDE: Employee benefits offered include: Medical insurance, dental insurance, vision insurance, 401k, short-term disability insurance, long-term disability insurance, group term life insurance, family and medical leave, bereavement leave, civic leave, military leave, COVID-19 PTO policy, wellness incentive, technology reimbursement, PTO accrual system, holiday pay, birthday floating holiday, half day summer hours on Fridays and paid winter break December 24-December 31.

NONDISCRIMINATION STATEMENT: Employees are hired solely based on TWP personnel requirements and the qualifications of each individual candidate. It is the continuing policy of TWP to provide equal opportunity employment to all employees and applicants, without regard to race, creed, color, sex, religion, national origin, citizenship, age, veteran status, disability, pregnancy, sexual orientation, gender expression, and gender identity and any other protected categories.

APPLICATION GUIDELINES: Submit a resume and cover letter as a pdf document to info@thewellbeingpartners.org with your first and last name in the subject through April 15. Position will remain open until filled.