

Position Title: Public Health Planner / Youth Council Program Manager

Reports To: Director of Public Health and Environment

Location: Prowers County, CO (Serving Kiowa & Prowers Counties)

Compensation: \$27.00 – \$32.00 per hour (Commensurate with education and experience)

Classification: Full-Time

Benefits Package:

Prowers County Public Health and Environment offers a generous and comprehensive benefits package, including:

- Medical, dental, and vision insurance
 - Retirement plans
 - Paid Time Off (PTO) and paid holidays
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Position Description

This dynamic position is split equally between two vital community areas: **50% Youth Council Program Oversight** and **50% Public Health Planning**.

The coordinator will oversee the Kiowa and Prowers County Youth Councils, ensuring program milestones, timelines, and grant deliverables are met. Concurrently, the candidate will work collaboratively with internal staff and regional community partners to drive the Community Health Needs Assessment (CHNA) and Public Health Improvement Planning (PHIP) initiatives. This position also actively researches and pursues grant opportunities to sustain long-term Youth Council funding.

Key Responsibilities

Youth Council Coordination (50%)

- Provide leadership, mentorship, and training for program staff and youth interns.
- Conduct regional outreach to recruit and retain engaged youth council members.
- Facilitate the design and implementation of youth-led projects, utilizing evidence-based curricula to build critical life skills and reduce substance use risks.
- Track and document program attendance, activities, and milestones using sign-in sheets, detailed session notes, photography, and other evaluation tools.
- Monitor program metrics and prepare/submit progress reports to corresponding funding agencies.

- Model professionalism, setting a positive, respectful example for youth participants and staff alike.

Public Health Planning (50%)

- Actively engage and collaborate with local community partners, residents, and Colorado Department of Public Health and Environment (CDPHE) staff.
 - Contribute to the development, implementation, and analysis of regional Community Health Needs Assessments and Public Health Improvement Plans.
 - Research, draft, and manage grant applications to secure sustainable funding for youth programs and health initiatives.
 - Remain flexible to support emerging public health demands and complete alternative tasks as requested by the Director.
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Qualifications

Required:

- **Education:** Bachelor's degree in Public Health, Human Services, Communications, or a related field.
- **Communication:** Exceptional written and verbal communication skills.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, Access, Outlook, PowerPoint) and social media management.
- **Core Competencies:** Self-starter with superior organizational and time-management skills; grounded and organized, yet flexible enough to pivot with shifting public health priorities.
- **Youth Engagement:** Proven ability to build meaningful rapport with young people while maintaining strict professional boundaries.

Preferred & Beneficial:

- Experience managing grant-funded programs, tracking deliverables, and writing compliance reports.
 - Practical experience participating in or leading youth development programs.
 - Working knowledge of the **5 Protective Factors** for strengthening families.
 - Bilingual proficiency in English and Spanish is a strong asset.
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Interested candidates should submit an official application online at **prowersco.gov**.

For questions or additional information regarding this position, please contact **Meagan** at **719-336-8721**.