



*A Coalition to Involve, Connect,
& Empower Parents Across
Michigan*

Job Title: Program Coordinator – Healthy Families

Salary: \$45,000 - \$48,000 annually

Location: Detroit, MI

Reports to: Program Manager for Healthy Families and/or Director of Community Health Initiatives

About Detroit Parent Network:

Detroit Parent Network (DPN) is a community-driven non-profit organization dedicated to empowering parents, strengthening families, and improving the overall quality of education in Detroit. Through advocacy, education, and support programs, DPN works to ensure that all parents have the tools they need to advocate for their children's educational success and well-being.

At Detroit Parent Network, you will be part of a mission-driven organization focused on creating lasting change in the lives of parents and children across Detroit. We offer a collaborative, supportive work environment, opportunities for professional growth, and the chance to make a meaningful impact in the community.

Position Overview:

Detroit Parent Network is seeking an enthusiastic **Program Coordinator for Healthy Families** to lead and coordinate efforts aimed at improving the health and well-being of families in the Metro Detroit area. The Parent Coordinator will facilitate engaging programs and activities focused on healthy families, healthy foods, and healthy activities, while working closely with families to create lasting partnerships and increase community awareness. This is a role that requires a commitment to fostering family engagement and creating healthier communities.

Key Responsibilities:

- **Lead Learning Activities:** Develop and lead engaging learning activities focused on promoting healthy families, healthy foods, and healthy activities.
- **Establish Literacy Support Teams:** Build partnerships with families to incorporate healthy activities and practices into their households, supporting sustainable family wellness.



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- **Evaluate Community Progress:** Assess and evaluate the effectiveness of community efforts toward increasing awareness of health and wellness in the Metro Detroit area.
- **Coordinate Programming:** Manage, coordinate, and facilitate program initiatives and activities with families, ensuring participation and engagement.
- **Identify Best Practices:** Continuously identify and implement best practices and opportunities for increasing participation and enhancing the effectiveness of the program.
- **Administrative Support:** Assist with data collection, reporting, and other administrative duties related to the Healthy Families program to track progress and impact.

Required Qualifications and Skills:

- **Bachelor's Degree** in education, health administration, or a related field, or equivalent relevant experience.
- **Community Health Worker Certification**
- **Strong Technology Skills:** Proficiency with Google Suite is essential. Comfortable using video conferencing tools for virtual meetings and collaboration.
- **Project Management Skills:** Ability to manage multiple projects, coordinate teams, and meet deadlines. Familiarity with Asana, Monday.com, or other project management platforms is a plus.
- **Communication & Presentation Skills:** Excellent written and verbal communication, with the ability to effectively present and engage diverse groups.
- **Data Management:** Ability to manage and analyze program data to assess progress and outcomes.
- **Event Planning & Management:** Experience organizing events, activities, and community outreach efforts.
- **Passion for Healthy Families:** Strong desire to engage with families and organizations to promote healthy lifestyles and family wellness in the Metro Detroit area.
- **Demonstrated Knowledge & Passion for Healthy Families:** A deep understanding of the importance of family health and the desire to improve the quality of life for families in underserved communities.
- **Experience in Nonprofits or Health-Related Organizations:** Prior experience working in nonprofit organizations, health-related fields, or community-based programs is preferred.
- **Interpersonal Skills:** Strong interpersonal and communication skills, including problem-solving, conflict management, and collaboration abilities. Experience with training, facilitating workshops, or conducting educational sessions is strongly preferred.



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Benefits:

- Competitive salary based on experience.
- Comprehensive health coverage, including Medical, Dental, and Vision insurance.
- 11 days of Paid Time Off (PTO) for personal, medical, or family matters.
- 10 DPN holidays annually
- Opportunities for professional development and growth.

How to Apply: Interested candidates should submit a resume and cover letter detailing their experience and interest in the position. Please email your application to hadmin@detroitparentnetwork.org with the subject line "Application for Program Coordinator - Healthy Families"