



# *Job Announcement*

## **Rafiki Coalition for Health and Wellness**

601 Cesar Chavez Street  
San Francisco, CA 94103

Rafiki Coalition for Health and Wellness is seeking a Wellness Manager to join our team. Our Wellness Manager will focus on culturally-congruent practices and education of Black/African American San Francisco residents & POC about preventative health & wellness. Focusing on educating community on nutritional, physical exercise and self-care changes we can make to prevent chronic illness within our community. The Wellness Manager will be responsible for planning and overall implementation of, in-person and virtual health and wellness educational workshops/events. This position will work in collaboration with DPH and partner agencies, to ensure we address health inequities within community and advocate for systematic change.

**Job Title:** Wellness Manager

**Program:** Black African American Community Health & Wellness Initiative

**Status:** Full-time, Exempt (40 hrs./week, Monday – Friday or Tuesday - Saturday schedule)

**Salary:** \$72,800 - \$75,000 (DOE)

**Benefits:** Vacation accrual, sick time accrual, Health plan package (medical, dental, vision, FSA plan, HealthiestYou, 401K matching) and Holiday Pay

**To Apply:** Send resume w/cover letter to;

- [Lamonica@rafikicoalition.org](mailto:Lamonica@rafikicoalition.org) with subject line: Vaccine Equity Coordinator Applicant
- Or applied on Indeed.com

We seek mission-driven, passionate candidates from backgrounds that represent the clients being served. We seek candidates who have public health/community outreach and engagement expertise and demonstrated commitment to fostering anti-racist practice, racial justice, and health equity. We aim to foster an environment of inclusion and belonging for our workforce and to create a team that reflects the diversity, including majority Black/African American San Franciscans, served in our innovative program. Duties to include but are not limited to the following:

- (1) provide welcoming and compassionate client service to community participants;
- (2) Wellness Programming Creation, practitioner selection and scheduling,
- (3) prepare educational project materials, create, review and ensure materials remain updated with the latest health research
- (4) Record and ensure data collection of daily attendance at workshops/events,



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- (5) data collection,
- (6) client coaching and support,
- (7) program outreach and marketing,
- (8) facilitation and programs supervision.

### **Essential Required Qualifications:**

- Bachelor's degree or at least 3-5 years of experience that is directly related to the duties and responsibilities specified or outlined in the associated contracts. Experience in holistic/wellness practices is a plus.
- Must have a thorough working knowledge of Microsoft Office Suite, social media and virtual meeting platforms.
- Sensitivity to the realities of health disparities, specifically in the Black community.
- Experience working with a diverse staff and constituencies.
- Demonstrated ability to thrive in a fast-paced and under-resourced environment
- Strong interpersonal and communication skills and the ability to work effectively with culturally and socioeconomically diverse individuals
- Strong organizational, time management, project management, and problem-solving skills
- Experience working in nonprofit or public sector strongly preferred
- Available to work occasional nights and weekends as required to support urgent needs
- Sense of humor and developed emotional intelligence.
- Maintain the highest level of confidentiality and inspire trust
- Operate with the utmost degree of integrity and commitment to quality
- Ability to work independently and follow through on tasks and assignments with minimal supervision
- Display sound judgment in a variety of situations
- Capacity to prioritize, negotiate, and work collaboratively with a variety of internal and external stakeholders
- Represent the Rafiki organization, in a way that reflects positively on the organization

### **PHYSICAL DEMANDS**

- Capable of standing on your feet for long hours (average shifts ranging from 5 to 8 hrs. per day).
- Bend to reach lower storage areas and to remove objects from storage areas located above eye level
- Assist with setup & teardown, as needed for workshops and events
- Ability to lift 35-50 pounds, carry bag/boxes of groceries or other supplies needed for the operation of services
- Assist with load in/load out when outside events take place



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*Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.*