

Position Title

Wellness Coordinator

Position Description

This is an exempt full-time position that is responsible for developing, presenting, implementing, and analyzing all aspects of onsite wellness programs for our benefit consulting clients.

Principal Duties and Responsibilities

- Design wellness programs to be offered to benefits clients.
- Identify wellness vendors and determine which ones would be most appropriate for the particular client.
- Collaborate with account managers and their clients to customize wellness programs to fit client needs.
- Write and design client wellness communication pieces.
- Prepare client presentations and present to appropriate client decision-makers.
- Track, analyze and evaluate wellness program results.
- Develop client reports.
- Work with financial analysts to assess impact of health initiatives on healthcare costs.
- Make appropriate client recommendations.
- Troubleshoot and correct any service or delivery issues that might arise with vendors.
- Keep current on latest trends in wellness industry and disseminate information, as appropriate, to internal and external clients.
- Partner effectively with internal resources.

Qualifications

- Four-year college degree in Health Education.
- Minimum three years experience in similar role.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Detail-oriented and ability to work accurately.
- Ability to work independently, handle multiple accounts simultaneously and follow through.
- Excellent project management skills.
- Ability to meet tight deadlines.
- Proficient in Word, Excel, PowerPoint and Outlook and ability to assimilate new programs quickly.