

## POSITION AVAILABLE

### Health Promotion Specialist – Full-Time

#### The Institute for Healthy Aging at Keiro (IHA)

##### Qualifications:

- Bachelor's degree in health management, social work, gerontology, or related field. Master's degree preferred.
- One year professional experience in community and/or health education. Previous experience in coordinating special events.
- Knowledge of community-based organizations and strategies, group processes and group dynamics.
- Effective oral and written communication abilities.
- Skilled in PC computer equipment utilizing accounting, data base management, Microsoft Office software to include Word, Excel, PowerPoint, Access, and other software applications required for the position. Ability to perform simple to complex mathematical calculations.
- Bilingual Japanese, preferred.

##### Duties:

- Assists in developing strategic directions and new programs for IHA.
- Establishes annual community education calendar in accordance to goals and objectives of IHA.
- Assures that community education seminars, workshops, classes and conferences have appropriate equipment, facilities, staffing, and refreshments.
- Collaborates with community organizations, senior citizens' groups, church ministries, academic and research institutions to implement culturally relevant health promotion programs.
- Responsible for program evaluation, measurement outcomes, and customer satisfaction.
- Collaborates with Keiro staff to implement culturally relevant, evidence based health and wellness programming for Keiro residents, volunteers, and staff.
- Manages Innovations Workshops for Keiro staff to foster research-based best practices in Keiro facilities.
- Establishes and maintains the Keiro Senior Resource Directory.
- Writes culturally-sensitive papers for website, articles for newsletters and newspapers on topics relevant to healthy aging.
- Manages Keiro InfoLine to respond to telephone and e-mail inquiries regarding care management issues.
- Serves as faculty for training sessions sponsored by IHA, including training of volunteer coaches for evidence based programming.
- Supervises interns.
- Ability to travel and work flexible hours.

*Qualified candidates please submit letter of interest, resume, and salary history to:*

Human Resources  
(323) 980-7511  
Fax: (323) 980-7589  
E-mail: [kmcgowan@keiro.org](mailto:kmcgowan@keiro.org)

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