

Director of the Canvasback Wellness Center Programs

Job Description

The Director reports to the President and Executive Vice President in the Canvasback main office in Benicia, California.

Canvasback Missions, Inc., a Christian non-profit, is seeking to hire a Director to run the Canvasback Wellness Center on Majuro Atoll in the Marshall Islands. The mission's goal is to lend our resources to assist the Marshall Islands Government in their goal to reverse the epidemic of diabetes and non-communicable diseases in the entire republic. Objectives to reach this goal include designing programs and seeking partnerships to accomplish the goal. Acquiring private and government grants to implement the programs. Initiate and promote exercise through sports, walking programs and school programs. Promote and demonstrate a healthy lifestyle to the public and to school children. Make Wellness a household word with positive connotations through creative promotion.

So that applicants may have a feel for the scope of the duties involved, we have provided the following partial list:

Internal

Staff

- Hiring, disciplining, firing and establishing procedures.
- Overseeing program managers.
- Delegating, supervising.

Accounting office oversight

- Keeping track of income and expenses in several accounts using Quick Books.
- Signing checks.
- Approving payroll and expenses.
- Making sure procedures are being followed.

Maintenance

- Identifying issues that need to be addressed and contacting the appropriate person to resolve the issue.
- Lots of follow-up, in every area.
- Delegating vehicle maintenance and assuring it gets done.

Demonstration Kitchen at the Wellness Center

- Oversight of Kitchen Manager.
- Are meals balanced? Hot dishes kept hot? Cold dishes kept cold? Is kitchen clean? Safe?
- Is kitchen manager keeping the essentials stocked?

Demonstration Garden at the Wellness Center

- Oversight of Head Gardener.

Director of the Canvasback Wellness Center Programs

Development of new gardening programs in schools, community and outer islands.

Aid in communication between garden and kitchen, to keep kitchen supplied.

Program oversight

Leadership meetings to oversee progress of programs and grants.

Review of reports by program managers.

Review of program expenditures.

Canvasback Main office in Benicia, California

Keeping track of shipments of supplies

Keeping track of payments on business credit card, supplying receipts for purchases.

Assisting in fundraising efforts.

Participating in biweekly staff meetings.

Keeping track of value of services throughout the year.

Providing stories and pictures that will be used for fund raising.

External

Reporting to hospital.

Reporting to Ministry of Finance, submitting yearly financial reports.

Meetings with Minister of Health and other MOH leaders regarding collaboration, funding, etc.

Collaboration with Public Health Department, NCD clinic, Taiwan Health, and other hospital departments for joint projects.

Collaboration with NCD coalition (Non-Communicable Diseases.)

Collaboration with MICNGOS (Marshall Islands Council of Non-Government Organizations.)

Collaboration with MALGOV (local government of Majuro.)

Collaboration with TTM (Taiwan Technical Mission, or Taiwan Garden.)

Collaboration with MNRC (Ministry of Natural Resources and Commerce.)

Lobbying for adequate yearly funds to operate.

Increasing awareness of importance of the work of the Wellness Center.

Providing media with stories and pictures about important programs.