



Directors of the Canvasback Wellness Center Programs

Job Description

The Co-Directors report 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 Co-Directors 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. Promote and implement family and community gardening. 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

- Human Resource Management of all Wellness Center employees
- Establishing protocols to meet operational needs and improve efficiencies
- Overseeing program managers
- Delegating, supervising

Accounting office oversight

- Monitor income and expenses in several accounts using Quick Books to ensure operations and programs remain within budget
- Signing checks
- Approving payroll and expenses
- Making sure procedures are being followed by accountant and employees
- Audit accounting and book keeping work to ensure thoroughness, accuracy and honesty
- Assist the main office in accessing Wellness Center Quickbooks and provide all bookkeeping documentation for the Canvasback Missions annual audit

Maintenance

- Identifying issues that need to be addressed and contacting the appropriate person to resolve the issue
- Regular oversight of vehicle maintenance to see to completion
- Oversight of grants to ensure that the scope of work is accomplished and reported accurately

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Demonstration Kitchen at the Wellness Center

- Oversight of Kitchen Manager

- Regular oversight to ensure that meals are balanced, hot dishes are kept hot, cold dishes are kept cold and that the kitchen is clean and safe

- Regular oversight to ensure that the kitchen manager is keeping the essentials stocked

Demonstration Garden at the Wellness Center

- Oversight of Head Gardener

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

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

Program oversight

- Oversight of grants to ensure that the scope of work is accomplished and reported accurately

- Leadership meetings to oversee progress of programs and grants

- Review of reports by program managers

- Review of program expenditures

Regular Reporting to the Canvasback Corporate office in Benicia, California

- Tracking shipments sent from Corporate office to the Wellness Center

- Providing documentation for purchases made on the business credit card

- Assisting in fundraising efforts

- Providing the Director to Advancement with stories, updates, and photos for monthly donor letter

- Participating in biweekly staff meetings

- Keeping track of value of services throughout the year

External

- Provide program results to the Ministry of Health

- 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)

- Seek annual operational funds from the RMI

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

- Providing media with stories and pictures about important programs

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Director 1 Qualifications:

- Bachelor of Science degree in nursing with at least seven years of experience in health care roles
- Must have an intimate knowledge of lifestyle to prevent, treat, and reverse chronic disease
- Must be detail-oriented and have an ability to handle multiple ongoing tasks with varying teams and deadlines
- Effective interpersonal and oral communication skills and an ability to embrace and respect people of diversity
- Must have an understanding of current and emerging health programming approaches
- Must be able to embrace the faith-based culture of the organization as well as the host nation
- Previous experience working in Micronesia with Canvasback's specialty surgical teams especially in collaboration with the RMI leadership and hospital administration.
- Project management, public health, or international development experience preferred.

Director 2 Qualifications:

- Experience and formal training in Financial and Investment Management essential or MBA.
- Must be detailed in strategic planning and consulting
- Must participate in grant writing and continue to search out potential resources to meet the program goals
- Co-lead in Wellness Center human resources management
- Co-management of Wellness Center resources and individual programs to operate within budget
- Must be able to search out operational opportunities that meet the focus of the Wellness Center
- Must promote process improvements and efficiencies
- Must be detail-oriented and have an ability to handle multiple ongoing tasks with varying teams and deadlines.
- Effective interpersonal and oral communication skills and an ability to embrace and respect people of diversity
- Must be able to embrace the faith-based culture of the organization as well as the host nation
- Must develop collaborative relationships with RMI Government officials, Ministry of Health and the Marshall Islands Council of Non-Government Organization