



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 operate 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. Manage a demonstration kitchen with up to eight employees. 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 brief partial list:

- Management of all Wellness Center employees
- Office Accounting Management
- Facility Management
- Kitchen Management
- Healthful Living Demonstrations
- Food Garden Educational Demonstration
- Manage various Grant health related programs
- Documentation reporting to Canvasback Home Office in Benicia, California as well as Grant Program Reporting. Including but not limited to: Majuro Government agencies: Ministry of Health, Ministry of Foreign Affairs. International Organizations: NCD, WDF, WHO.

Director 1 Qualifications:

- Must have an intimate knowledge of lifestyle to prevent, manage and reverse chronic disease such as hypertension, diabetes and select cancers. Medical Health background an asset (RN, Dietician, Physician)
- 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
- Project management, public health, or international development experience preferred.

Director 2 Qualifications:

- Experience and formal training in Financial Management essential.
- 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 staff 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 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