

Health and Wellness Programs Coordinator
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=257214>

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Posted May 21, 2025, set to expire Sep. 18, 2025

Job Title	Health and Wellness Programs Coordinator
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	May 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Social Sciences - Other Health Sciences Education Administration - Other
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Posting Details

Position Information

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Position Title: Health and Wellness Programs Coordinator

Requisition Number: SCA00841

General Description

Reporting to the Director of Workforce Development Operations, the Health and Wellness Programs Coordinator is responsible for ensuring the excellence and quality of our non-credit health and wellness programs. This role primarily involves the implementation, oversight, and day-to-day operations of all non-credit, open-enrollment health and wellness programs such as Nurse Aide, Dental Assistant, Pharmacy Technician, Dialysis Technician, and Massage Therapy.

The Coordinator also ensures compliance with regulatory requirements for these highly regulated programs. Key responsibilities include responding to student inquiries, guiding students through enrollment and financial aid processes, engaging faculty, maintaining regulatory documentation, coordinating program materials and supplies, and supporting students through to successful completion and post-program activities (e.g., clinicals, externships, certification exams).

The ideal candidate will be proactive, detail-oriented, a strong communicator, and a flexible, positive team player. Experience working with students to promote their success is essential. The candidate must also demonstrate the ability to collaborate with various stakeholders, including students, faculty, administrators, and support staff, and must show enthusiasm for contributing to the development and growth of the College's non-credit health and wellness programs.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to

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meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Implement and maintain administrative coordination of all non-credit health and wellness programs, including but not limited to Nurse Aide, Dental Assistant, Pharmacy Technician, Dialysis Technician, Personal Trainer, and Massage Therapy.
- Ensure student, faculty, and class documentation meet state-approved standards and comply with all relevant guidelines.
- Monitor, collect, and organize documentation required for compliance with federal financial aid regulations for applicable programs, including tracking attendance and grades.
- Maintain the accuracy and confidentiality of student records.
- Coordinate with faculty to manage class material and supply inventories.
- Prepare class materials, order textbooks and supplies, and ensure classroom availability.
- Communicate with prospective students, respond to inquiries in person, by email, and over the phone, and serve as a liaison with other college departments to resolve registration and payment issues.
- Develop reports and track program data such as enrollment, attendance, completion rates, and post-program outcomes (e.g., employment, certification, externships), and submit required documentation to boards or licensing/certification agencies.
- Serve as the primary contact for trainers, consultants, faculty, and internal departments to ensure efficient program operations.
- Serve as the primary contact for all non-credit healthcare clinical sites.
- Maintain clinical site documentation, including Certificates of Licensure, clinical affiliation agreements, and state-required surveys.
- Prepare and maintain audit documentation required by the Department of Education.
- Provide on-site and off-campus assistance to program participants, including monitoring their progress and tracking post-program success.
- Collaborate with Division staff on overall program coordination.
- Work with campus representatives to ensure timely instructor compensation.
- Prepare certificates of completion for applicable programs.
- Collect course folders and all required documentation at the conclusion of each program.
- Deliver quality customer service to both internal and external stakeholders in a professional, helpful, and courteous manner.

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- Report issues to the Director of Operations in a timely and efficient manner.
- Partner with employers to facilitate experiential learning activities; support the Workforce Development Division's strategic goals, including quality programming, continuous improvement, assessment, and revenue generation.
- Support the enrollment and admission process for health and wellness programs; manage waitlists and prospective student interest to ensure robust enrollment.
- Perform other duties as assigned.

Minimum Qualifications

- Associate's degree in Healthcare or a related field, or an equivalent combination of education and experience.
- At least 2 years of experience in program coordination, administrative support, student services, or a related area.
- Ability to manage multiple priorities with strong organizational skills and attention to detail.
- Proficiency in using computers, including email (Microsoft Outlook), internet browsers, and basic office software.
- Ability to work independently with minimal supervision.
- Strong interpersonal and communication skills.
- Availability to work evenings and weekends as needed.
- Access to reliable transportation to travel between campuses and to attend off-site meetings or events.

Preferred Qualifications

- Bachelor's degree in Healthcare, Education, Human Services, or a related field.
- Experience coordinating health or wellness-related programs, especially in a college or training environment.
- Familiarity with federal financial aid processes or other funding sources for workforce training.
- Experience supporting non-credit or workforce development programs.
- Knowledge of compliance requirements for regulated healthcare training programs.
- Awareness of barriers to student success and experience working with diverse populations.
- Ability to develop reports and track data related to program outcomes (e.g., completions, certifications, employment).
- Experience collaborating with employers or clinical sites.
- Bilingual or multilingual skills.

Work Location: Main Campus

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Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.mycap.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 2

Min Salary/Hourly Rate: \$47,389

Max Salary/Hourly Rate: \$60,000

Job Posting Open Date: 05/19/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

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Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?

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- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have a minimum of two (2) years of relevant work experience in program management, coordination, or training?
- Yes
 - No
5. * Do you have an Associate Degree or higher in Healthcare or a related field?
- Yes
 - No
6. * Are you willing to travel locally to the College's regional centers as needed?
- Yes
 - No
7. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume

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2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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