



Jackson County Department of Public Health

154 Medical Park Loop • Sylva, NC 28779

Tel: 828-586-8994 • FAX: 828-586-3493

Shelley Carraway

DIRECTOR

- EMPLOYMENT OPPORTUNITY -

Please post this employment opportunity where all employees have access.

- Position:** Human Services Planner/Evaluator II
Safe Routes to School Project Coordinator
Permanent, Exempt, Full-Time
- Department:** Health Education
- Description of Duties & Responsibilities:** The primary purpose of the position of Safe Routes to School Project Coordinator will be to implement programs and activities that shift community behavior, attitudes, and social norm through education, encouragement, and enforcement strategies to increase the safety and convenience for children to walk and/or bicycle to school. The Safe Routes to School Project Coordinator will work with (4) four counties in the Public Health I District to meet this objective: Jackson, Haywood, Macon, and Swain County. Must possess and maintain a valid NC Driver's license.
- Education & Experience Requirements:** **Required Minimum Training:** A Master's degree in Public or Human Services Administration or a Human Services Programmatic Field preferably with course work in human services planning and one year of experience in human services program planning or administration; or a graduation from a four-year college or university and three years of administrative or consultative experience in a human service program; or an equivalent combination of education and experience. Work Against and Trainee Applications will be accepted.
- Starting Salary:** \$47,782.76 (Grade 28).
Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid vacation, sick, and holiday leave, employee clinic and wellness program, and supplemental benefit offerings.
Full overview of benefits available at: <https://www.jacksonmc.org/employment-opportunities>
- Application Requirements:** Submit a signed and completed State Application (PD 107) to:
NC Works Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779
- Closing Date:** Friday, November 15, 2019.

Jackson County is an Equal Opportunity Employer.

Pre-employment drug screen and criminal background checks are required.

Jackson County participates in the federal [E-Verify](#) program.