

Vacancy Announcement



Job Title:	Director of Health & Wellness Member Training
Reports to (title):	Executive Director
Department/Division:	Health Trust/Health & Wellness Support Services Department
FLSA:	Exempt

JOB SUMMARY:

Under the direction of the Executive Director, this position is responsible for planning, organizing, and implementing cost-effective health and wellness programs, webinars, and events that support the mission of the PRM Health Trust. The goal is to promote healthier lifestyles, reduce health-related risks, and improve the overall well-being of member employees. The role includes developing and managing tracking and monitoring systems to identify trends, support early intervention, and highlight areas for improvement across the membership. This position ensures the quality, effectiveness, and strategic delivery of the Trust's Health and Wellness Support Services.

ESSENTIAL JOB RESPONSIBILITIES:

Plan, develop, and implement a variety of health and wellness initiatives, including educational programs, webinars, workshops, and events tailored to the needs of Health Trust Pool Members.

Monitor and evaluate program effectiveness through surveys, feedback tools, and performance metrics; use data to improve participation and outcomes.

Design and manage tracking systems to monitor health trends, identify risk areas, and recommend targeted wellness strategies.

Collaborate with vendors, healthcare professionals, and member organizations to deliver quality wellness services and resources.

Provide ongoing communication and outreach to members to promote engagement in wellness offerings and encourage healthy behaviors.

July 2025

Maintain current knowledge of best practices, industry trends, and regulatory requirements in health and wellness programming.

Assist in the preparation of reports and presentations on wellness initiatives, outcomes, and recommendations for senior leadership and member entities.

Ability to accommodate overnight and multiple day travel
Report to work on emergency call back, when notified
All other duties as assigned

These essential job functions are not to be construed as a complete statement of all duties performed.

Employees will be required to perform other job-related duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

Comprehensive understanding of health and wellness principles, programs, and strategies, including physical, mental, and emotional well-being.

Knowledge of healthcare trends, wellness metrics, and industry best practices for promoting healthy lifestyles in organizational settings.

Familiarity with tracking, evaluation, and reporting tools used to measure the effectiveness of wellness programs and identify opportunities for improvement.

Understanding budget management and cost-effective implementation of wellness initiatives.

Skills:

Strong project management skills, with the ability to plan, organize, and implement wellness programs and events from inception to completion.

Excellent interpersonal and communication skills, with the ability to collaborate with diverse stakeholders, including vendors, healthcare professionals, and employee groups.

Proficiency in using data tracking software, wellness management tools, and analytics to monitor program success and areas for improvement.

Strong presentation and facilitation skills to effectively deliver webinars, training sessions, and workshops.

Abilities:

Ability to evaluate program outcomes, adapt strategies, and make data-driven recommendations for continuous improvement in health and wellness initiatives.

Ability to maintain a high level of organization and attention to detail in managing multiple wellness programs and initiatives simultaneously.

Ability to foster a culture of health and wellness through consistent communication, support, and education.

July 2025

Ability to work independently and collaboratively, under the guidance of senior leadership, while achieving program goals.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures including coverage documents, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions in a timely manner

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Proficient in the use of Microsoft Office, including Word, Excel, PowerPoint, Outlook and Publisher

Proficient in the use of other PRM designated software.

Ability to travel throughout the State of Florida to member engagements, events or trainings.

Ability to work occasional evenings in support of wellness events or initiatives.

Ability to work independently with little or no supervision

MINIMUM REQUIREMENTS:

Possess upon hire and maintain a valid Florida State Driver's License

Bachelor's Degree (BS or BA) in Business Administration, Public Health, Health Promotion, Wellness Management, or Human Resources and at least five (5) years related experience or equivalent combination of education and experience in planning, coordinating and evaluation health and wellness programs, preferably in public sector, pooled insurance or employee benefits environment in The State of Florida.

PREFERRED REQUIREMENTS:

Prefer familiarity with PRM organization, members and providers

Ability to obtain certification as a health education specialist (CHES)

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must occasionally lift and/or move up to 15 pounds

Sufficient clarity of speech and hearing or other capabilities, which permits the employee to communicate effectively

Vision abilities required include close and distance, color, peripheral, depth perception and ability to adjust focus

Sufficient manual dexterity, which permits the employee to operate a personal computer, related office equipment, and other related field equipment

May be required to walk, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms

Sufficient personal mobility and physical reflexes, which permits the employee to operate in a general office environment

Physical requirements of job performed with or without reasonable accommodation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Closing: August 8, 2025 at 4:30 p.m.

Salary: \$110,063.32

Please submit your résumé and direct any questions about the position or application process to Mary Ann Whitney at mwhitney@prm-fl.com.