



POSITION POSTING

DATE POSTED:	09/22/2025
TITLE:	Health Education Specialist
CLASSIFICATION:	Full-time; FLSA Non-Exempt; Classified
PAY RANGE:	Starting rate is \$25.39 per hour; Commensurate with experience
WORK HOURS:	Days and hours of work may vary; Nights/weekends/holidays may be required
IMMEDIATE SUPERVISOR:	Director of Health Promotion and Prevention

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department and the Wood County Community Health Center may be the perfect fit for you!

POSITION OVERVIEW:

The Health Education Specialist is responsible for coordinating health education for the Wood County Health Department, including, but not limited to health behavior campaigns, and education-centered community outreach campaigns. The specialist will develop curricula to promote healthy living, conduct health education activities and oversee resources that support health education and outreach efforts.

ESSENTIAL DUTIES:

- Develop programs and curricula to educate the community about health conditions and promote healthy living.
- Plan, coordinate and participate in health education events and activities.
- Develop outreach and education campaigns and delivery methods to effectively target various stakeholders and audiences for health promotion messaging.
- Work with health department and community partners to identify current and emerging health issues and prioritize populations for participation in health education programs.
- In coordination with the communications team develop health education resources, including flyers, brochures, social and digital media content, posters and billboard content to support health education activities.

- Engage various stakeholders to address health issues and advocate for healthy living. Recruit, train and coordinate volunteers to amplify health promotion programs in the local community.
- Identify and use new technology to amplify health education activities and engagement.
- Support the development and execution of the Community Health Improvement Plan (CHIP)
- Serve on regional and county committees, organizations and task forces regarding health-related matters.
- Provide data and information as requested by the Ohio Department of Health (ODH) to assist with the completion of local, state, and federal reports, as well as complete fiscal, budgetary, or grant related reporting as required.

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree with a concentration in public health, health education, or related field
- Two years of health education experience

REQUIRED LICENSURE/CERTIFICATION:

- Current Certified Health Education Specialist (CHES) certification required or must be obtained within the first year of employment. Certification must be maintained throughout employment.
- Valid Ohio Driver's License. License must be maintained throughout employment

PREFERRED QUALIFICATIONS:

- Experience working with diverse populations of internal and external stakeholders.
- Experience using social media and other health promotion/outreach tools and platforms

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health regulations and standards as defined by federal, state and local governments.
- Exceptional oral and written communication skills.
- The ability to drive to off-site and satellite locations, as required.
- Work a flexible schedule that may include evenings, weekends, and holidays.
- Responds to emergency calls.
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

BENEFITS

Full-time employees working at the Wood County Health Department and Wood County Community Health Center receive a generous benefits package that includes:

- Medical, dental, vision and prescription drug coverage, through the Wood County, Ohio Employee Benefits Plan.
- Paid time off including vacation time, sick leave and 12 federal holidays
- Participation in the Ohio Public Employees Retirement System (OPERS)

- Eligibility for the Public Service Loan forgiveness program and the National Health Service Corps Loan Repayment program (for some positions)

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: Wood County Employment Application Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 WCHDHumRes@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohio.gov or call 419-352-8402 Ext. 3226.