



CLASS TITLE | NORTH TULSA WELLNESS INITIATIVE GRANT COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 12/17/2025

CLASS CODE: 1302

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for developing and implementing the North Tulsa Wellness Initiative (NTWI), a Tobacco Settlement Endowment Trust (TSET) grant program, for the purpose of improving the health and quality of life for people in the Whitman and Hawthorne neighborhoods of Tulsa; responsible for developing contracts for services and coordinating regular meetings with partners and stakeholders; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Develops and manages the North Tulsa Wellness Initiative TSET grant program by creating implementation plans, tracking systems, evaluation frameworks for actions and projects ensuring successful project completion
- Coordinates with the Tobacco Settlement Endowment Trust (TSET) on all grant requirements and deadlines
- Ensure compliance with grant evaluation requirements
- Develops and monitors all contracts for services and programs required under the grant program, including community-based organizations providing services and any project personnel
- Develops and tracks key performance indicators in partnership with a third-party evaluator
- Coordinates the grant's advisory board and engages formal and informal partners to effectively implement the initiative
- Provides regular status reports to City leadership, funders, residents, and community stakeholders on the progress of initiatives
- Establishes collaborative team-oriented relationships with people at all levels of the organization
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in public health, community outreach, social work, or a field related to the essential tasks; **and**,
- (b) Three (3) years' experience working in community health field, in a professional setting, leading complex projects with a proven record of innovation, performance management, strategic planning and evaluation

Knowledge, Abilities and Skills:



CLASS TITLE | NORTH TULSA WELLNESS INITIATIVE GRANT COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 12/17/2025

CLASS CODE: 1302

Knowledge of:

- Grant administration and management practices, as well as experience with grant application and selection
- Considerable knowledge of social drivers of health
- Strategic planning methods
- Collective impact and collaboration techniques
- System changes and effective implementation approaches, and evaluation methods

Ability to:

- Develop and maintain relationships with community organizations, government agencies, and other stakeholders
- Lead, facilitate and organize with proven project management
- Design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Lead multiple projects of varying complexity

Skill in:

- Highly skilled in verbal and written communication
- Project management and attention to detail
- Creating reports
- Coordinating community response

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling, and twisting.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to off-site locations.

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development