Position Title: Public Health Program Coordinator

Department: Science and Practice: MATCH  FLSA Status: Full-Time, Non-Exempt

Reports to: Senior Manager, Research & Evaluation/Quality Improvement Analyst

Supervises: N/A  Last Reviewed: January 2024

BASIC FUNCTION

The Program Coordinator will be responsible for supporting administrative activities related to the Subject Matter Expert (SME) Network development and the planning of Training and Technical Assistance (TTA), working closely with the SME Network and TTA teams. Coordinator is responsible for responding within one business day to all communications from SME and TTA partners.

Will provide administrative support and assist with the coordination of various MATCH project initiatives. Duties include producing reports, tracking program compliance, and summarizing information for review. Coordinator will also assist with the planning of meetings and events, monthly invoice processing, creation of expense reports, logistics of meetings, preparing materials for presentations, coordinating schedules, and developing correspondence as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains program calendar, reports, files, and related task list(s). Supports the Director, Diabetes Care & Public Health Initiatives, Director, Prevention & Public Health Initiatives, Senior Manager, Research & Evaluation/Quality Improvement Analyst, Learning Strategists, and other team members in maintaining detailed organization of files, contacts, and tasks related to initiative.
- Serves as a point of contact for the MATCH Initiative SME Network and TTA Network.
- Assists in developing and maintaining required documents and reporting on MATCH project to be shared both internally with ADCES leadership, and externally with funders, partners, and key stakeholders.
• Assists and supports technology (platforms for collaborative work) for SMEs and TTA network.
• Assists with meeting and event logistics including ordering, compiling, and shipping of materials, drafting meeting materials, and project correspondence as requested by project leads of SME and TTA teams.
• Receives, reviews, and processes all incoming invoices, check requests, and expense reports, processing invoices and expense-related documents.
• Assists with preparation of progress reports for internal and external audiences.
• Day-to-day coordination of project deliverables according to project timelines, notifying management when issues arise, and taking corrective action as appropriate. Resolves and/or escalates issues promptly.
• Supports SME Network and TTA meetings and events by developing agendas, minutes, and correspondence as requested.
• Assists in marketing of MATCH project meetings and events.

KNOWLEDGE, SKILLS, AND ABILITIES

• Time management and organizational skills required; with the ability to prioritize and coordinate multiple projects and tasks simultaneously.
• Must be detail-oriented, with the ability to establish timelines and meet rigorous deadlines.
• Computer proficiency required; experience with spreadsheets and creating/running reports, with ability to troubleshoot technical issues.
• Must possess excellent oral/written communication skills.
• Customer service excellence required.

EXPERIENCE/EDUCATION

• Minimum of 2-3 years of experience in a professional environment required.
• Bachelor’s degree and/or relevant college coursework desired. Educational courses in Public Health, Evaluation, Data systems, or relevant field a preferred.
• Demonstrated experience in data collection and/or data entry.
• Experience working in non-profit or health organization a plus.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile, and prepare work documents, set-up and maintain work files. Occasional day and overnight travel by air and/or automobile may be required.

WORKING CONDITIONS

Majority of work performed in general office environment. Organization observes a hybrid work schedule. Position requires participation and attendance at organization sponsored events and meetings out of state.