

JOB DESCRIPTION

Title	Project Coordinator
Reports to	Executive Director, Health in the Heartland (HIH)
Start Date	November 1, 2020
Status	Non-Exempt (30 hours per week - 0.75 FTE)

**This position is located in Southeast Missouri
Applicant will work primarily in the six Bootheel counties**

Position Summary

The Project Coordinator works directly with the Executive Director of Health in the Heartland, Saint Louis University partners, local, state and national partner organizations and the general community. The overall goal of this role is to support activities associated with the *Building Blocks and Tearing Down Fences* inter-agency network and the HIH's rural health initiative. The position will primarily perform day-to-day administration of project activities, coordinate stakeholder meetings, deliver presentations, prepare reports, interact with local, regional and national partners as required, develop and maintain relationships with key partners and other duties as assigned. Responsibilities may include travel within and across Dunklin, Mississippi, New Madrid, Pemiscot, Scott, Stoddard counties and beyond. The successful candidate will initially work remotely and will require safe, in-person meetings or work from an office, as needed.

Responsibilities

- Assist with setting and tracking project goals and activities
- Assist in developing/preparing training materials
- Create reports that are relevant to a wide range of reading audience
- Contribute to grant preparation as requested
- Expand the project's network of community partners by engaging new individuals and organizations
- Facilitate community engagement and maintain relationships with partners
- Implement appropriate system of documentation and information management
- Maintain social media presence for project
- Plan, monitor and track project activities and adhere to agreed - upon timelines
- Support local partners through involvement in community activities
- Other duties as assigned

Qualifications

The successful candidate must demonstrate the

following:

- Must be community-oriented and collaborative
- Ability to manage multiple assignments and deadlines
- Ability to plan, organize and prioritize work
- Ability to interpret and synthesize information
- Comfort with collecting and working with information, including web-based searches
- Genuine interest in HIH's program activities
- Proactive, self-directed and able to work independently and as part of a team
- Knowledge of Microsoft Office suite and Windows-based computer applications, basic understanding of database management, standard office procedures and transcription
- Prior experience working in a community-based non-profit organization is a plus
- Willingness to work with a broad cross-section of community partners
- Strong interpersonal and communication skills with experience in public speaking

Requirements

This is an extraordinary opportunity for a mature individual with a minimum of 3 years of program coordination experience:

- Minimum of a Bachelor's degree is required, Master's preferred. Degree can be in a variety of applicable fields encompassing business, social services, allied health or public health.
- Must successfully pass a health and drug screen.
- Experience with healthcare and social service delivery, preferably in a rural area
- Demonstrated professional knowledge and skills - Microsoft Office products: Word, Excel and PowerPoint

TO APPLY:

Qualified Applicants –

Email cover letter and resume to:

Janice Ballard

Executive Director

Health in the Heartland

janice@oneheartmanyhands.com

For inquiries, call (573)-922-5000

