



Program Coordinator Position Description

Exempt: Non-exempt
Status: Temporary, Full-Time
Duration: Limited term position through 9/30/23.
Reports To: Executive Director

POSITION SUMMARY

Responsible for planning and organizing programs and activities to support local public health departments across the state. Provides current communication and information on topics relevant to members. Supports efforts to secure funding for the association.

RESPONSIBILITIES

- Implements public health programs in accordance with MALPH's strategic plan.
- Represents MALPH at collaborative meetings with state and local partners participating in discussion, planning and executing actions, and ensuring consistent communication to members.
- Coordinates programs that affect multiple local health department jurisdictions, including training activities, data collection, and racial equity initiatives to provide consistency across the effort.
- Assists in identifying funding opportunities and drafting funding proposals to support MALPH member benefits and programs.
- Supports grant administration, tracking, and reporting to ensure adherence to guidelines.
- Manages content for social media communications and other mediums to ensure MALPH's messages are clearly communicated and reaching target audiences.
- Participates in planning, execution, and follow-up activities for conferences and special events.
- Tracks and reports on legislative and regulatory proposals of relevance to MALPH members in a timely fashion.
- Communicates regularly and effectively with local health department leadership and staff.

EDUCATION AND EXPERIENCE

Bachelor's degree in a related field such as public health, health education, social work, or human services, and 1-2 years of program planning experience. Master's degree in public health or related field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to successfully work independently and in a team environment.
- Ability to plan and manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Ability to balance multiple priorities.
- Strong interpersonal and relationship management skills.
- Familiar with social media communications strategy and processes.
- Knowledge of non-profit funding proposals and processes.
- Knowledge of the operation of public health departments helpful.
- Knowledge of Microsoft Office products.

PHYSICAL REQUIREMENTS

- Talking: expressing or exchanging ideas by means of the spoken word to impart oral information to employees, members, Board of Directors, suppliers, and others accurately or quickly (6-8 hrs. daily).
- Hearing: perceiving the nature of sound by the ear (6-8 hrs. daily).
- Sitting: remain in a seated position (4-6 hrs. daily).
- Standing: remaining on one's feet in an upright position at a workstation without moving about (1-2 hrs. daily).
- Handling: seizing, holding, grasping, turning, or otherwise working with hand or hands (6-8 hrs. daily).
- Moving: making copies, going between conference rooms, working at conferences, or other general office movement (2-3 hrs. daily).
- Lifting: raising or lowering an object under 50 lbs. from one position to another (infrequently).