

Job Title: Program Coordinator		
FLSA Status: Nonexempt	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Starting Pay Range: \$22.05 – \$25.44
Location: Auburn, Nebraska City, or Tecumseh Nebraska		
Supervises: None		
Reports To: Community Health Program Manager		

JOB SUMMARY

The Program Coordinator is responsible for the coordination, planning, and execution of assigned Department programs as well as providing education within the community and developing professional relationships with community partners and the public.

DUTIES AND RESPONSIBILITIES

- Coordinate community outreach efforts to build and strengthen positive working relationships with communities, schools, public health partners, medical professionals, local leaders, and agencies across the five-county health district.
- Mobilize, educate, plan, and implement programs and activities focused on assigned grant's programming and initiatives.
- To the highest extent possible, conduct program activities that are research-based and in accordance with best practices. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Review data periodically. As new trends develop, analyze ways to sculpt priorities and activities to match current needs. Inform Department leadership of significant data changes noted.
- Conduct activities and programs in accordance with budget allowances by current funding sources.
- Participate and assist in accreditation, needs assessments, performance management, strategic planning, program design, and implementation and evaluation of health programming. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Compile, write, and edit reports and other documents required by funders. Submit all reporting requirements in an accurate and timely manner.
- Create and submit funding applications for grants, subawards, and other sources to further the Department's chronic disease programming as directed.
- Participate in marketing efforts for SEDHD including, but not limited to, outreach to potential partners and the community at large to inform and promote the programming of the Department, create an annual marketing plan and implement it accordingly, report on marketing activities to Department leadership, staff, and other community partners. Work with staff to understand the various programs of the Department so they can be represented appropriately while conducting outreach.
- Develop and update informational materials as needed, including, but not limited to, newsletters, recruitment packets, brochures, etc. Increase the availability of bilingual health information.
- Assist with the selection, development, and delivery of educational curriculum(s) within the community to children and adults.
- Attend and participate in conferences, workshops, and other training, as directed, as well as professional development opportunities.
- Provide referrals to individuals seeking care.
- Participates in public health emergency response preparedness, planning, and response activities.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven experience as a program coordinator or relevant position.
- Skilled in basic desktop software programs including Microsoft Office and able to learn other software as needed.
- Communicate and cooperate within an organization to attain team goals and objectives.
- Knowledge of the interrelatedness between public health programs, other outside agencies and organizations, and the unique role of local public health departments.
- Knowledge of public health problems and the social and economic factors that contribute to them.
- Knowledge of program management and development procedures.
- Knowledge of budgeting and reporting.
- Skilled in facilitation and presentation skills, listening, group processes, and dynamics.
- Skilled in effective interpersonal communications, both written and verbal.
- Ability to maintain department policies and procedures.
- Ability to present information effectively, verbally and in writing.
- Ability to relate to all population groups and provide culturally competent service.
- Ability to work with various levels of agency management.
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to build and foster collaborative relationships across a wide range of organizational levels and disciplines.
- Ability to coordinate the activities of diverse groups and agencies.
- Ability to manage work processes, establishing and working under deadlines.
- Ability to organize, plan, and prioritize projects using time management skills.
- Ability to work effectively independently and with multi-disciplinary teams.
- Ability to exercise initiative, judgment, and discretion.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent. A bachelor's degree in public health, health and human service, health education, nursing, or related field is preferred.
- Three (3) years of relevant experience. Experience with community planning, program development, implementation, and evaluation are highly desired. Applicants fluent in both English and Spanish preferred.
- Exceptional writing, attention to detail, and interpersonal communication skills are essential.
- Proficient in Microsoft Office computer applications. Experience and or training utilizing database, statistical, and graphics software preferred.

OTHER

- Must be able to use personal vehicle for travel if needed.
- Able to work in a smoke-free and drug-free work environment.
- Able to pass pre-employment screenings and agree to have a background check.
- Able to spend prolonged periods sitting at a desk and working on a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license and have and maintain a clean driving record.
- Current vehicle insurance certificate.

- Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

WORKING CONDITIONS

Work is performed primarily at SEDHD office sites, as well as community sites. Computer equipment, copiers, personal or Department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for extended periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations.

EQUAL OPPORTUNITY

The Southeast District Health Department is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Submit an application on the Southeast District Health Department's [Career Opportunities page](#).