Provide general program support including assistance with correspondence in person or email with members of the community and community leaders.
Work under minimal supervision and meet compressed deadlines.
Maintains a professional approach and commitment to being an engaged team member and an active participant of our employee-owned culture.
Act with a true sense of urgency and personal responsibility for results.
Ability to work independently and effectively with others as part of a collaborative team.
Ability to work well with all levels of internal management and staff, as well as outside organizations.
Possess and utilize an elevated level of organizational and prioritization skills.
Track and follow up on various actions items to ensure schedules and due dates are met.
Participates in on-going education and training to improve skills.
Must be able to regularly travel to various campus/community locations to ensure effective administration of the program.
Performs other duties as assigned.

MINIMUM QUALIFICATIONS: The successful candidate must utilize problem-solving skills on a myriad of levels. It is vital for the person in this position to be able to assess the status quo and the desired final product, and then create an appropriate action plan. Advanced written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

Education: A   n Public Health, education, community health education or similar education and two (2)   in development and implementation of education programs.

Experience: At least 2 years of work experience in a field related to the position is required.

Skills:

Proficient in Microsoft software applications Word, PowerPoint, Outlook, and Excel.
Excellent written and verbal communication skills.
Comfortable with independent and remote work.
Work under pressure efficiently.

Knowledge/Skills/Abilities:

two (2)
years health coordinator experience required.
Experience working as a community health worker/liaison preferred.