

Program Coordinator, CT Office of Rural Health

SUMMARY

The Connecticut Office of Rural Health (CT-ORH) works to improve the health of rural Connecticut residents. The State Offices of Rural Health program is funded through the Federal Office of Rural Health Policy (FORHP) and the Health Resources and Services Administration (HRSA.)

The Program Coordinator works collaboratively with rural health grantees and stakeholders across the state and reports CT-ORH Director. The Program Coordinator is responsible for management and coordination within the Roles and Responsibilities of the position.

ROLES & RESPONSIBILITIES

- Provides project management assistance for the DPH/CDC COVID-19 Health Disparities and Rural Communities Opioid Response Program (RCORP) grant initiatives; meets all programmatic and financial reporting requirements
- Completes or oversees the completion of all progress reports and other documentation for funding agreements and assigned projects
- Provides support to the Director to implement daily office operations, including grants management, record-keeping, and collecting and disseminating rural health information
- Prepares for and attends CT-ORH Advisory Board meetings; records meeting minutes
- Develops and maintains effective public relations for the CT-ORH
- Represents the CT-ORH at regional and state meetings
- Other duties as assigned by the Director

QUALIFICATIONS

- MPH or health-related degree from an accredited college or university
- Grant and project management experience
- Social determinants of health or community health experience, particularly in the rural context
- Regional knowledge and experience desirable
- Ability to work independently and establish effective working relationships with key stakeholders
- Strong written and oral communication skills required to interface with diverse audiences
- Proficiency in computer skills, including Microsoft Office, Word and Excel
- Ability to work remotely
- Ability to travel to regional and state meetings

CONDITIONS OF WORK

Full-time Contracted Position

Anticipated contract dates: Immediate - 5/31/2023

Salary: Commensurate with experience

Location: Northwestern CT Community College, Winsted

Interested candidates should submit cover letter, resume and contact information for three professional references to Lfedewa@nwcc.edu.