Special Projects Coordinator

REPORTING TO: Maternal, Child and Family Health Director of Program Integration

JOB DESCRIPTION:

The Special Projects Coordinator provides operational and administrative support to the Philadelphia Department of Public Health, Maternal, Child and Family Health Division (PDPH-MCFH) in project development and implementation. This position is responsible for independently coordinating, planning and managing logistics related to special projects and grant-related activities. This position requires demonstrated organizational skills, strong written and verbal communication skills, the ability to conduct detailed research, and the commitment to work independently and as part of a team.

RESPONSIBILITIES:

- Support MCFH mission to reduce disparities in health outcomes through coordination of project activities;
- Support MCFH Director and Director of Program Integration in project development and implementation;
- Perform web-based and library research in support of special projects, including best practices, standards, and guidelines for maternal and child health programming;
- Organize logistics and manage preparations for project-related meetings and conferences;
- Provide research support to MCFH Evaluation Manager;
- Coordinate processes for grant development and submission, including contacting internal and external constituencies, complying with funder and PDPH regulations, and soliciting materials for grant proposal;
- Handle special projects as requested by Director of MCFH and MCFH Director of Program Integration;
- Other duties as assigned.

SKILLS:

- Strong organizational, problems solving, and time management skills;
- Strong interpersonal skills;
- Strong verbal and writing skills;
- Ability to communicate effectively with persons of differing cultural, ethnic and racial backgrounds and cross sector organizations;
- Ability to work independently and as part of a team;
- Ability to manage multiple ongoing projects;
- High level of initiative.

REQUIRED EXPERIENCE AND EDUCATION:

- B.A. or B.S. degree;

- 1-2 years of relevant professional experience, including social science research support, project coordination and administrative responsibilities;
- 1-2 years of providing community organizing, community development or grass roots community agency or health programs support.

SALARY:

Commensurate with experience

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They should not be interpreted as an exhaustive list of all the responsibilities and/or skills required.

TO APPLY:
Send resume and cover letter to Twala Holmes:
Twala.Holmes@phila.gov or 215.223.4455 (fax)