



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Project Manager, Infant Mortality Task Force

Department: Maternal and Child Health

Office: Health Promotions

Posting Date: August 8, 2019

Hours: Full-time, M - F 8 am - 4:30 pm

Starting Salary: A48 /\$25.84/hr - \$53,747.20/annually

** \$35.54/hr - \$73,923.20/ annually

***(Salary Commensurate with Relevant Work Experience)*

Minimum Qualifications:

- Bachelor's degree in Public Administration, Health Education, Public Health, Nursing or related field; Five years in planning, developing and/or implementing community based health promotions initiatives; Excellent written and verbal communication skills; Problem-solving, analytical, and critical thinking skills; The ability to work independently, coordinate projects, and respond appropriately to multiple priorities.
- Experience with computer applications/Software, including MS Office.
- Current Valid Ohio driver's license and access to a motor vehicle.

Preferred Qualifications:

- Experience to include strategic communications, public speaking, work with elected officials and/or administrators in education, health, or human services, and with legislative and/ or government decision and budget making processes.
- Knowledge of low-income populations issues affecting the community, and advocacy of a related social movement or determinates of health.
- Experience with Google Apps and Office 365

Responsibilities include but not limited to:

- Provides administrative support, content leadership, implementation and operational coordination to Every One Reach One Infant Mortality Task Force projects; Serves as a community member outreach liaison and to various agencies by increasing public and professional awareness, cultural, safety and health system factors, which impact the understanding of the disparity related to infant mortality; Promotes and increases the commitment and support for Task Force actions; Implements prevention strategies and facilitates strategic planning processes to assist team members in identifying evidence-based prevention strategies.
- Records and maintains minutes and other meeting and activity documentation, and prepares related reports as required.
- Coordinates the programmatic and fiscal aspects of local, state, and federal grants that support the work of the Infant Mortality Task Force by following the practices standards for coalition development and implementation established by the Community Health Improvement Plan (CHIP) and the Community Health Assessment (CHA); Assists with obtaining funding for projects consistent with the Coalitions and CHIP's/CHA's goals and objectives, and assures grant requirement compliance.
- Trains and educates coalition members to expand knowledge of infant mortality; Leads advocacy efforts and coordinates membership involvement, or participates in fundraising efforts to expand operations and strategies; Completes special projects as assigned; Works with the public policy committee to design policy agenda and ensure it is nimble and flexible enough to address the ever-changing landscape of legislative work of local, state and federal government.
- Develops and uses written coalition communications and social media to market informational materials such as brochures, flyers, and handouts; Supports and maintains the coalition's webpage;
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours.

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings.
- Fax, email, or deliver the completed application to Human Resources at:
Public Health – Dayton & Montgomery County Fax (937) 496-3070
117 South Main Street, 2nd Floor humanresources@phdmc.org
Dayton, Ohio 45422

This position is Levv funded and the Deadline to Apply: September 9, 2019 or until position is filled

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH – DAYTON AND MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").