



Public Health - Dayton & Montgomery County

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

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

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POSITION AVAILABLE

Position: Project Manager, Infant Mortality Task Force

Department: Maternal and Child Health

Office: Health Promotions

Posting Date: November 15, 2018

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

Starting Salary: \$25.46 - \$35.01/hour**

**(Commensurate with experience)

Minimum Qualifications:

- Bachelor's degree in Public Administration, Health Education, Public Health or related field; Two years in planning, developing and/or implementing community based health promotions initiatives; Experience with computer applications/Software, including MS Office;
- Current Valid Ohio driver's license and access to a motor vehicle

Responsibilities include but not limited to:

- Provides administrative support, content leadership, implementation and operational coordination to projects within the Everyone reach One Infant Mortality Task Force; Serves as a liaison and outreach to community members and various agencies to increase 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 action on the Task Force; Facilitates strategic planning processes to assist team members in identifying evidence-based prevention strategies; Implements evidence-based strategies;
- Records and maintaining minutes and all other documentation of the meetings and activities, and preparing all necessary 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 best practices standards for coalition development and implementation, established by following best practice standards for coalition development and implementation, established by the Community Health Improvement Plan (CHIP) and the Community Health Assessment (CHA); Assures coalitions and CHIP/CHA's compliance with grant requirements; Assists with obtaining funding for new or expanded projects consistent with the Coalitions and the CHIP/CHA's goals and objectives.
- Conducts training and other educational-focused sessions in order to increase coalition members' knowledge of infant mortality; Develops and implements written coalition communications through marketing materials such as informational brochures, flyers, and other handouts, as well as through social media; Supports and maintains the coalition's webpage;
- Organizes and coordinates advocacy efforts along with membership involvement or participates in other fundraising efforts to expand operations and strategies; Completes special projects as assigned.
- 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

Deadline to Apply: November 30, 2018 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.

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