

Project Coordinator II

The Council of Community Clinics is looking for a Project Coordinator II. The Project Coordinator II is responsible for development, implementation, and evaluation of projects in accordance with grant and contract requirements. Projects include but are not limited to Health Promotion Programs, Quality Management Initiatives, Disease Management Initiatives, Screening and Early Detection Programs, and other assigned health-related projects. The Project Coordinator II is responsible for daily oversight of project activities including close monitoring and coordination with project partners. The Project Coordinator II will be responsible for implementing assigned projects; coordinating project activities with appropriate staff and project partners in accordance with grant and contract requirements, ensuring compliance and attainment of project goals and objectives in a timely manner by developing and implementing detailed work plans in accordance with grant and contract requirements.

The Project Coordinator II will work with appropriate staff and partners to implement evaluate and report on project activities; provide training and technical assistance to clinic staff as needed to implement project activities; assure maximum clinic participation in project activities.

The Project Coordinator II must be able to maintain communication and relationships with providers, health and social service agencies as appropriate; represent projects in the community; maintain communication with community agencies involved in the project, convene and facilitate clinic and community meetings and discussions to provide input to project activities as needed. This position will be responsible for collecting, analyzing, and reporting data to monitor project outcomes; generate and present reports using standard formats and graphical summaries and submit oral and written reports on a timely basis as outlined in the work plan and in accordance with grant and contract requirements.

Education/Experience

A Bachelors degree in community health education, health promotion, health services administration or related field and 5+ years of experience working in a related field is required. A Masters degree in public health as well as experience working with community-based organizations and ethnically diverse communities and populations is preferred.

Qualifications

Knowledge of theories of community health and community health promotion and education (e.g. behavior change theory, social learning theory) is required. Principles and theories of community change and community organization is required. An understanding and sensitivity to cultural and socioeconomic aspects of target populations is essential. Excellent communication skills (oral and in written) are required. The incumbent must have strong interpersonal skills to work effectively in the community and across all levels in the organization. Experience managing multiple subcontractors is highly desirable. Must have experience developing and managing budgets and have intermediate to advanced Excel skills. Working knowledge of relevant computer systems and software required. Must possess valid driver's license, insurance and own transportation for use in work. Travel throughout Southern California is required.

CCC is an EOE.

If interested, please send resume and salary requirements to jobs@ccc-sd.org or fax to 619-542-4350.