Job Title: Project Coordinator

Location: South Florida

Hours/week: Part-time

Employment type: Part-time, non-exempt

Salary: commensurate with experience

Date modified: 1/15/2020

The Florida Institute for Health Innovation (FIHI) seeks a Project Coordinator to assist with day-to-day activities that support the implementation of multiple projects.

Our mission states: To create healthy and sustainable communities, the Florida Institute for Health Innovation champions innovative public health policy and cross-sector collaboration.

We achieve this by:
- Facilitating data-driven, results-based collaborative action for collective impact
- Conducting innovative community-focused research and evaluation
- Promoting the development of collaborative leaders through training and support
- Providing impartial analysis of policy health impacts

For more information about the Institute, please visit our website: www.flhealthinnovation.org

The Project Coordinator must demonstrate a high degree of professionalism, strong organizational and analytical skills, strong oral and written communication skills and the ability to manage multiple tasks and coordinate multiple projects in a deadline-driven environment. This includes building and maintaining relationships with community partners. Responsibilities include:

Primary:
- **Project Coordination**: Provide project coordination that insures successful completion of grant-funded projects and documentation; assist with project evaluation; prepare project materials, collaborate with community partners and assist with project tasks as requested. Support the accountability of Research Assistants. Prioritize tasks and communicate progress, problems and needs for additional support to the Project Managers.
- **Public Relations**: Maintain and nurture contact with community partners; represent FIHI at meetings when needed; assist Project Manager with the dissemination of reports and products; contribute to social media and publications including the recruitment of student bloggers.
- **Meeting, Training and Conference Planning**: Provide logistical planning for meetings, workshops, webinars and conferences/summits including drafting and distributing materials and minutes, managing attendance, coordinating and supporting audio-visual needs and developing and executing plans such as arrangement of venues, scheduling, etc.

Secondary:
- **Research**: Compile, analyze and report qualitative and quantitative data to include developing and conducting surveys, informant interviews, focus groups and other research as needed on a state and regional scale. Research and summarize information and data relevant to assigned projects; expand informational resources and available research tools.
Requirements:
• MPH or master’s degree in health-related field or human services
• Prior research, public health, health care or public policy experience
• Professional interest in health policy, public health, oral health, or health care issues
• Some communications experience

Skills, Abilities and Competencies Required:
The ideal candidate:
• Demonstrates a high degree of professionalism, strong organizational and analytical skills, strong oral and written communication skills and the ability to handle multiple tasks and projects in a deadline-driven environment.
• Must work well independently and be a team player with respect for the diverse cultures and experiences of others.
• Pro-actively takes initiative and is highly organized, detail-oriented and creative, understands social media and is proficient in Microsoft Office including Word, Excel, Access and PowerPoint.
• Experience with social media, WordPress and SPSS is a plus.

Interested candidates should email resume to kgarces@flhealthinnovation.org. No phone calls please.