



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Program Coordinator for the Delta HealthPartners Delta Regional FIMR and Male Involvement Initiative – Office located in Greenville, MS

Position Summary: This is an administrative level position, which reports to the Delta HealthPartners field service supervisor. The program coordinator will lead program implementation and develop and coordinate program activities. In coordination with the field service supervisor, project director, and team members, the program coordinator will monitor team progress toward goals and objectives and conduct monthly staff meetings to assess project performance, troubleshoot issues, and make recommendations. The program coordinator will also maintain program budget and track and reconcile expenditures/transactions; develop and submit required reports; review and verify contractor deliverables and invoicing; assure program compliance with policies and procedures; work to build capacity that leads to project sustainability, and establish and maintain existing partnerships; conduct gap analysis on community service and resources and make recommendations for program improvement in service provision and service and resource referrals. Provides technical assistance activities to staff. Recruits fathers/male partners for the Initiative. **This is a full-time position, housed in Greenville, MS. This job requires travel throughout assigned service areas in any of the following counties: Bolivar, Coahoma, Quitman, Sunflower, Tallahatchie, Tunica, and Washington, with a primary focus in Coahoma and Sunflower counties.**

Experience/Qualifications: The incumbent must possess a minimum of a bachelor's degree – though a master's degree is preferred – in health sciences, healthcare administration, public health, or directly related field. The incumbent must have at least four (4) years of experience in grant writing and grants management, which includes program development, securing grant funding, and implementing and administering grant programs. The incumbent must also have at least three (3) years of direct-line supervision in a similar program, department, or agency. The incumbent must demonstrate efficacy in the following: administering initiatives; building and engaging teams; executing analytical, problem-solving, decision-making, and communication skills; and conducting well-executed presentations. Effective negotiation, mediation, partner-building, and self-development, management, and motivating skills are required. The incumbent must also exhibit professional accountability; strong, positive work ethic; and public service commitment. The ability to work with diverse populations, including program participants, health care providers, community leaders and volunteers, school and local/state/federal officials, and the media is also required. The incumbent must have basic computer skills, effective organizational and time management skills, and the ability to collect, transfer, and update data among various software formats.

The incumbent must have a valid Mississippi driver license.

Date of Position Opening: March 16, 2021

Application Deadline: Until Filled

Salary: Negotiable

Email Documents to: TougalooCareers@tougaloo.edu

Mail Documents to: Tougaloo College

Attention: Director of Human Resources

500 West County Line Road

Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HR/03/07/18