



## Mississippi Public Health Institute Seeks Qualified Applicants for Project Specialist

The Mississippi Public Health Institute (MSPHI) is a nonprofit organization established in 2011 to engage in partnerships and activities to improve Mississippi's health. [www.msphi.org](http://www.msphi.org).

We are seeking resumes to establish a pool of qualified candidates for a Project Specialist.

Candidates will be asked to demonstrate their abilities (written or oral communication) through an exercise during the interview.

To apply, please submit resume and cover letter to [awhitt@msphi.org](mailto:awhitt@msphi.org) by 09/25/2023.

Please put *Interested Candidate* in the subject line. You will receive a confirmation that your information was received. **No phone calls or drop-ins please!**

**JOB TITLE:** Program Specialist, Health Systems & Practice  
**REPORTS TO:** Program Director and/or Program Manager  
**LOCATION:** Madison, MS and Remote  
**CLASSIFICATION:** Exempt  
**SALARY GRADE:** \$35,000-45,000

**OVERVIEW:** The PS is an entry level position that will serve junior to the Program Managers. This position aids in the development of programs, events and consortium meeting coordination, media and communications coordination and dissemination, and a junior researcher to aid in writing white papers so that data can drive policy and legislation. This position will generate activities and ideas to create sustainability including funding sources.

**Duties include:**

- Provides support to program partners and organizations.
- Supports the program manager/program director in day-to-day tasks.
- Provides support and collaborates in the planning, development, implementation, analysis, and documentation of an agency program.
- Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
- Assists in providing consultative services and technical assistance for agency programs.
- Collaborates with staff to prepare administrative reports, studies, and specialized projects.
- Prepares comprehensive reviews of literature, data, statutes, rules, and/or policies.
- Contributes to the review of program area operations and assists with the development of plans to improve programming activities.
- May assist in developing policy and procedure manuals.
- Reports program successes and barriers; ensuring all reporting deadlines are met in a timely and effective manner.
- Serves as a liaison between individuals and other healthcare needs.

- Contributes to project planning, including development, implementation and monitoring of work plans, timelines, milestones, and deliverables.
- Writes, edits, and formats publications, presentations and reports related to assigned projects.
- Attends ongoing training.
- Other duties as assigned.
- Represent MSPHI on working groups, task forces, and shared initiatives

**Qualifications:**

- *Bachelor's degree preferred* in social work, health care, health administration, psychology, biological sciences, or related field.
- *\*Relevant experience in topical area **may be substituted** for bachelor's degree. Subject to director's discretion\*.*
- Relevant experience in the program topic/specialty area.
- Technology competence, with skills in Microsoft software.
- May require registration, certification, or licensure in a specialty area (social work, community health work, etc)
- Knowledge of local, state, and federal programs related to the project/program/funded area.
- Skill in identifying measures or indicators of program performance and the use of a computer and applicable software.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to prepare reports; to develop, evaluate, and interpret policies and procedures.
- Strong, effective communication skills.
- Creative problem solver.
- Authoritative command of written English with editorial skills.
- Knowledge of public health communications and evaluation.
- Knowledge of web-based communications tools and social media.
- Works well both independently and as part of a team.
- Flexibility; nimble in response to an evolving workload.
- End-user/customer/client/colleague service orientation; focus on product over process.
- Independent, critical thinking.
- Adept at learning new software and adventuresome with emerging technologies and tools.
- Ownership of work; a self-starter who can prioritize tasks and manage his/her time.
- *Commitment to the MSPHI mission and staff values*

*MSPHI is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best qualified people in every job. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.*