

Knowledge Services Health Education and Communications Coordinator

Purposes and Overall Responsibilities of this Position:

The Health Education and Communications Coordinator works under the guidance of the Comprehensive Cancer Control (CCC) Program Director as part of the Cancer Section at the Indiana State Department of Health. This position participates in health education program planning, implementation, and evaluation efforts and develops and implements communication strategies to increase awareness of cancer-related topics. Work is broad in scope involving complex program elements which require analytical, interpersonal, evaluation, and strong writing and public speaking skills.

Job Duties and Responsibilities:

- Serves as program lead for evidence-based practices and programs with partner organizations
- Provides technical assistance to the Indiana Cancer Consortium (ICC), local health departments, schools, and other community organizations on resources, and evidence-based practices and programs, and provides resources to partners as needed
- Collaborates and assists in the implementation and evaluation of cancer-related programs to local health departments, minority health coalitions, cooperative extension services, agencies on aging, faith based organizations, parish nurses and other community-based organizations
- Develops and maintains a database of educational materials and program information for the Cancer Section
- Responds to requests for information on cancer and requests for materials
- Develops and implements the Cancer Section communication plan initiatives and works with the Program Coordinator to evaluate the plan
- Works with the ISDH Office of Public Affairs to increase cancer awareness through earned media
- Provides, manages, and promotes e-based public health initiatives to internal and external partners, collaborates closely with the Cancer Coalition Coordinator on these efforts
- Assists with work plan development and grant writing
- Serves on internal and external committees and task forces
- Submits reports to CCC Program Director on a timely basis
- Performs other duties as required

Job Qualifications:

Master's of Public Health, Health Education, Communications, or related degree preferred.
Two years relevant experience – in public or community health settings preferred.

Knowledge, Skills, and Abilities:

- Knowledge of population-based activities, from planning through evaluation, to ensure successful project outcomes
- Knowledge of health principles and the ability to apply them to public health
- Knowledge of health communication strategies and plan development
- Knowledge of organizational structure, administrative process, and quality improvement
- Working knowledge of training and public speaking techniques
- Ability to interpret and communicate health information
- Ability to work cooperatively within a team environment
- Strong written and verbal communication skills
- Ability to meet deadlines
- Ability to establish and maintain effective working relationships with federal, state, local community and/or health organizations and other stakeholders
- Ability to travel

Contractor reimbursed at hourly rate equivalent to annual salary of \$38,000 to \$40,000 plus vacation, sick time, and state holidays.