

Knowledge Services Program Coordinator

Purposes and Overall Responsibilities of this Position:

The Program 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 program planning, develops communication strategies, and develops and administers evaluation activities for the CCC Program. Work is broad in scope involving complex program elements which require analytical, interpersonal, evaluation, and strong writing skills.

Job Duties and Responsibilities:

- Creates, updates, and maintains the CCC Program's five-year evaluation plan
- Coordinates, maintains, and writes revision of the state cancer control plan
- Oversees the design and implementation of program evaluation to determine the progress of program goals and objectives and to set performance measures
- Coordinates and writes annual work plan objectives for grant proposals
- Submits required grant progress and other reports to grantors on time
- Works with the CCC Program in planning and implementing activities related to federal cooperative agreements and grants
- Develops and implements communication strategies, specifically for dissemination of evaluation reports
- Assists with CCC Program strategic planning to ensure program activities emphasize policies, systems changes, and environmental changes which support improved health outcomes related to cancer
- Provides support to the Indiana Cancer Consortium (ICC) on evaluation and other activities, and ensures responsibilities of the coalition are met by anticipated deadlines
- Ensures that evaluation activities are complementary to state program operations and activities, and consistent with the state cancer control plan
- Works with the Cancer Section team in developing partnerships throughout ISDH and externally to more effectively implement CCC Program objectives
- Travels in- and out-of-state as required and as approved by the CCC Program Director
- Provides support to the ICC and other cancer-related partners in development, implementation, and evaluation of a statewide cancer control plan

Job Qualifications:

Master's Degree in Public Health or related field preferred.

Two years relevant experience needed – in public or community health settings preferred.

Two years experience in program evaluation preferred.

Knowledge, Skills, and Abilities

- Experience with developing grant proposals, program goals, and SMART objectives
- Extensive knowledge of public health/health promotion evaluation methods
- Marketing or communications experience
- Extensive writing skills for the creation of reports
- Experience with project coordination in an interdisciplinary/team environment
- Strong written and verbal communication skills
- Ability to comprehend, analyze, interpret and disseminate evaluation results and make recommendations on implementation in a program area
- Ability to effectively communicate orally and in writing, including public speaking
- 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 \$42,000 to \$46,000 plus vacation, sick time, and state holidays.