

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**Position:** Grant Coordinator Program Manager  
**Position to be filled:** July 10, 2017  
**Starting Salary:** \$53,968 annually

**Reports to:** Grant Supervisor  
**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.  
Evenings/weekends as needed

**Minimum Requirements:**

- Bachelor's degree in public health, public health administration, or related field.
- Minimum of three years of experience with grant administration or other related experience.
- Demonstrated knowledge of grant research & writing, and RFP processes.
- Valid driver's license and insurance at time of appointment
- Strong relationship management and training development skills.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity and competence.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Proficiency with use of databases and for data querying and reporting.
- Mathematical aptitude necessary to assist with the development of program budgets and monitor expenditures.
- Ability to preserve confidentiality of program records.

**Preferred Qualifications:**

- Ability to coordinate, develop, implement and expand grant related health care programs.
- Experience in HIV/AIDS related services.

**Responsibilities:**

- As a team leader, assists in seeking grant funding opportunities, preparing grant proposals and writing grant applications.
- Researches, assists in developing, and implements new and existing CCBH programs.
- Leads the development of grant proposal content and leads the process of gathering required supporting materials.
- Participates in program budget development.
- Assists in monitoring program and/or subgrantee budgets.
- Monitors and provides support to subgrantees regarding program implementation and achievement of program goals.
- Partners with external stakeholders to assist with program implementation.
- Provides programmatic technical assistance to subgrantees as necessary.
- Assists in developing and implementing Ryan White Part A program policies based on Federal guidelines.
- Assists with the establishment and maintenance of internal and external relationships.
- Monitors grant budgets and balances of assigned program(s) to ensure that all program expenditures are approved and aligned with budget parameters.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- Participates in public health emergency activities as needed.
- Performs other duties as assigned.

**Forward pre-employment application to:**

Human Resources  
Cuyahoga County Board of Health  
5550 Venture Drive  
Parma, Ohio 44130  
Email – [hr@ccbh.net](mailto:hr@ccbh.net)

**Deadline to Apply: 4:30 p.m. on Friday, June 2, 2017**

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,  
[www.ccbh.net](http://www.ccbh.net). Please submit your resume along with your application.

*Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.*

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