

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Grant Coordinator

Position to be filled: September 18, 2017

Starting Salary: \$41,149.00 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 one year of experience with grant administration or other related experience.
- Knowledge of grant research & writing, and RFP processes.
- Valid driver's license and insurance at time of appointment
- Ability to efficiently multi-task on a daily basis.
- Good relationship management and training development skills.
- Good customer service, verbal and written communication skills, and effective presentation skills. Good interpersonal relationship skills including cultural sensitivity & 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 in monitoring budget expenditures.
- Ability to preserve confidentiality of program records.

Preferred Qualifications:

- Ability to coordinate, develop, implement and expand childhood obesity prevention programs.
- Experience in nutrition, physical activity, and early childhood related services.
- Experience working with early care and education providers.

Responsibilities:

- Monitors and provides support to subgrantees regarding program/curriculum implementation and achievement of program goals. Partners with external stakeholders to assist with program implementation.
- Assists with conducting training needs assessment(s), and proceeds with coordinating and facilitating regular training sessions for assigned program(s). Conducts post-training evaluations.
- Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
- May assist in monitoring program, subgrantee budgets and making purchasing decisions.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- May participate in strategic planning activities and provide input regarding potential new programming and/or service improvement.
- Represents CCBH as a participant at coalition and/or subcommittee meetings.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area.
- Collaborates with internal and external partners on special projects as assigned.
- 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

Deadline to Apply: 4:30 p.m. on Friday, July 31, 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. 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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