

JOB DESCRIPTION, Public Health Program Coordinator

Mission

The Hepatitis B Foundation (HBF) is a national nonprofit organization dedicated to finding a cure for and improving the quality of life for those affected by chronic hepatitis B and delta worldwide. HBF fosters a culture of collaboration and professional and personal growth. This is a chance to be part of a highly impactful, creative, supportive, and welcoming team. Salary is commensurate with experience, with an excellent benefits package.

Job Description

The public health program coordinator provides hands-on support in program administration, public health research, communications, outreach, and education, and reports to the public health program manager. The coordinator assists with administrative and logistical oversight of a grant-funded program to implement hepatitis B and delta education, screening, vaccination, and linkage to care at a large harm reduction site in Philadelphia. The coordinator will support other programming related to hepatitis B and delta in highly impacted populations.

Qualifications

1. Degree in public health or similar field, with at least 1 year related professional experience
2. Experience in public health research (qualitative or quantitative)
3. Experience with community health education and ability to communicate with diverse audiences
4. Experience working with multiple stakeholders and marginalized communities is preferred

Desired Skills

1. Embodies a lens of inclusivity, health equity and cultural competency
2. Excellent written and oral communication, and organizational skills
3. Self-starter, excellent team member, willing to learn, motivated, and enthusiastic
4. Highly organized, reliable, and detail-oriented
5. Excellent interpersonal skills and succeeds in a fast-paced environment
6. Ability to manage competing priorities and work on deadlines
7. Skills with Zoom, Google Suite, social media platforms and Microsoft Office

Major Areas of Responsibility

- Assist with preparation of literature reviews, study protocol, consent forms, interview guides, surveys, reports, grants and presentations, health education messages, infographics, and fact sheets
- Coordinate interviews/surveys; assist with collecting, cleaning, and analyzing qualitative and quantitative data
- Help coordinate community-based screening and vaccination activities in Philadelphia
- Continually engage and maintain relationships with community and academic partners
- Maintain the highest levels of professionalism, confidentiality, and ethical conduct
- Create and schedule social media posts and ads (including graphics), assist with website updates
- Assist with administration of global Community Advisory Boards
- Administer webinars, e-newsletters and other related communications
- Coordinate coalition meetings (virtual) and assist with management of a hepatitis B coalition
- Represent HBF at various partner meetings when needed
- Perform other duties as may be required to fulfill public health goals and advance the mission of HBF
- Some evenings and weekends will be required

*This position is primarily on-site in Philadelphia, with some flexibility for remote work
The Hepatitis B Foundation is an "At Will" and Equal Opportunity Employer*

PLEASE SEND COVER LETTER, RESUME AND SALARY REQUIREMENTS TO JOBS@HEPB.ORG