

JOB DESCRIPTION

Public Health Program Coordinator

Mission

The Hepatitis B Foundation (HBF) is a national nonprofit organization dedicated to finding a cure and improving the quality of life for those affected with chronic hepatitis B worldwide. We are committed to raising public awareness, promoting prevention, providing information and support to those affected, and funding hepatitis B research.

Job Description

The Program Coordinator reports to the Associate Director of Public Health Research and supports public health and outreach activities. The outreach activities include coordinating events, attending partner events and meetings, and developing and managing relationships with partners and stakeholders in Greater Philadelphia. The Program Coordinator is responsible for coordinating the HBF monthly podcast, including writing, interviewing, recording, editing, and working with podcast guests. The Program Coordinator also coordinates screening events, educational outreach and coordinates linkage to care for individuals in the screening program. Program evaluation and public health research is also a component of this position.

Qualifications

1. Bachelor's degree in public health or a similar field, with 2 years of experience working in the nonprofit arena. Master's in Public Health preferred.
2. Excellent writing, communication, and organizational skills, with the ability to work on multiple projects on deadline.
3. Experience using social media professionally and developing written content for blogs and newsletters.
4. Must have excellent computer skills and ability to manage web technology, including the ability to record and edit video.
5. Experience conducting community-based health education and working in diverse communities.
6. Self-starter, highly organized, ability to prioritize, multi-task, work within deadlines, and pay attention to detail.
7. Excellent interpersonal skills, finds satisfaction in being part of a team, and succeeds in a fast-paced environment.

Qualifications Preferred:

1. Background experience in infectious disease, experience in hepatitis B is a plus.
2. Applicants bi-lingual particularly in Chinese, Vietnamese, French or other language knowledge are encouraged to apply.

Major Areas of Responsibilities

1. Coordinate, attend and evaluate local Philadelphia events, including community-based screening and education events;
2. Attend local partner events and meetings, developing and maintain partner relationships, manage relationships with local student groups;
3. Conduct hepatitis B education and collect survey data at hepatitis B screenings;
4. Coordinate the HBF podcast and write, record, edit and post monthly podcasts;
5. Coordinate and assist with writing monthly e-newsletters; assist with website updates as necessary;
6. Collaborate with staff to maintain and grow social media for HBF programs;
7. Provides support for events as needed, including events on-site and the annual Hep B United Summit in Washington, D.C.;
8. Weekend and evening hours will be necessary to fulfill program and event activities.
9. Ability to travel throughout Philadelphia is necessary.

The Hepatitis B Foundation is an "At Will" and Equal Opportunity Employer

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