

POSITION DESCRIPTION

Project Officer (2)



The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Project Officer for the Mississippi Ryan White Technical Support program. **Reporting directly to the Subrecipients Services Manager, the Project Officer collaborates with the EHE Coordinator and Health Planning Specialist on Ryan White Part B activities. This position is not available for telework and requires full-time in-office work at a MSDH facility.**

JOB SUMMARY

The Project Officer for the Ryan White Part B program will be responsible for supporting various aspects of project implementation, monitoring, and evaluation to ensure effective program delivery. Reporting to the Subrecipient Service Manager and working closely with key stakeholders, the Project Officer ensures compliance with HRSA guidelines and efficient execution of sub-recipient activities. This role emphasizes strong coordination, capacity building, and fiscal oversight to support the program goals. This position ensures standards and measures are met and in support of strategic alignment, collaborations, and internal and external partnerships.

Salary Range (Dependent on Experience and Education): \$55k

DUTIES

Project Cycle Management: 35%

- Supports in planning, implementing, and monitoring projects, ensuring alignment with the MSDH Ryan White Part B program objectives
- Track and monitor day-to-day progress against Health Resources and Services Administration (HRSA) requirements, and Ryan White Program objectives
- Identifies potential risks or delay and propose solutions to maintain project momentum
- Ensures that program quality is maintained through effective tracking systems, and accurate documentation of best practices

Monitoring, Evaluation, and Compliance: 35%

- Establishes systems to ensure consistent monitoring of project outcome and quality through data collection reporting, and regular evaluations
- Monitors project expenditures and ensure budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided

Reporting: 15%

- Ensures timely submission of all required reports according to HRSA's Guidelines
- Identifies areas where sub-recipients need technical support and capacity building and help facilitate the provision of these needs

Stakeholder Engagement: 15%

- Collaborates with sub-recipients and other key stakeholders at enhance program activities

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Requirement:

- Bachelor's degree in Public Health, Epidemiology, Health Promotion, Health Administration, or a related field
- Three (3) years of professional experience in public health planning, community engagement, social services
- Strong knowledge of public health principles, epidemiology, health education, and community engagement
- Familiarity with relevant laws, regulations, and policies governing public health at the local, state, and national levels.
- Exceptional communication, presentation, and interpersonal skills to effectively engage with diverse communities and stakeholders.

- Ability to analyze health data, evaluate program effectiveness, and develop evidence-based recommendations and strategies.
- Proficient in using computer software for data analysis and presentations.

Preferred Qualifications:

- Master's Degree in Public Health, Epidemiology, Health Promotion, Health Administration, or a related field
- Project Management Certification (PMP)
- Previous experience in public health, community health, or a related role

What you'll need to be Successful:

- Demonstrated commitment to public service and improving the health and well-being of communities.
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Ability to be flexible to the changing needs of the RWP and to handle obstacles with compassion and resolve.
- Supervisory and managerial experience
- Strong analytical skills and attention to detail
- Capacity to work independently and as part of a team in a dynamic, fast-paced environment
- Ability to prioritize and meet deadlines
- Excellent communication (i.e., verbal, written), and time management skills
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
 - Provider: BlueCross & BlueShield of MS
 - Waiting Period: Date of Hire
 - Cost: \$80 for employee ONLY
- Dental Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Employer pays 50% of the employee ONLY cost
- Vision Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Premiums are voluntary selections
- Life Insurance:
 - Provider: Bluebonnet Life Insurance Co.
 - Face Amount: \$20,000
 - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
 - Provider: CIGNA
 - Waiting Period: Date of Hire
 - Employer pays 100% of the employee ONLY cost
- PTO:
 - Sick and vacation are combined

Additional Perks:

- Professional Development
- Volunteer Opportunities

How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.