

Asthma Program Coordinator

Knowledge Services
Indiana State Department of Health
Asthma Program

Purposes and Overall Responsibilities of this position:

The Program Coordinator works under the guidance of the Asthma Program Director at the Indiana State Department of Health. This position participates in program planning, develops communication strategies, and develops and administers evaluation activities for the Indiana State Department of Health Asthma Program. Evaluation activities will be performed 50% of the time at a minimum. Work is broad in scope involving complex program elements which require analytical, interpersonal, evaluation, and strong writing skills.

Job Duties and Responsibilities:

- Creates, updates, and maintains the Asthma Program's 5 year Evaluation Plan.
- Coordinates and writes revision of the State Asthma Plan.
- Oversees the design and implementation of program evaluation to determine the progress of program goals and objectives and to set performance measures.
- Coordinate and write annual work plan objectives for grant proposals.
- Submit required grant progress and other reports to grantors on time.
- Work with the Asthma Program in planning and implementing activities related to federal cooperative agreements and grants.
- Collaborate with Health Educator to develop and implement communication strategies.
- Assist with Asthma Program strategic planning to ensure program activities emphasize policies, systems changes, and environmental changes which support improved health outcomes related to asthma.
- Provide support to the Indiana Joint Asthma Coalition (InJAC) on evaluation and other activities, and ensures responsibilities of the coalition are met by anticipated deadlines.
- Ensure that evaluation activities are complementary to state program operations and activities, and consistent with the state asthma plan.
- Work with the Asthma Program team in developing partnerships throughout ISDH and externally to more effectively implement Asthma Program objectives.

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- Travel in- and out-of-state as required and as approved by the Asthma Program Director.
- Provide support to InJAC and other asthma-related coalitions in development, implementation, and evaluation of a statewide asthma plan.

Job Qualifications:

Master's Degree in Public Health or related field preferred.

Two years relevant experience needed – in public or community health settings preferred.

Two years experience in program evaluation.

Knowledge, Skills, and Abilities

- Experience with developing grant proposals, program goals, and SMART objectives.
- Extensive knowledge of public health/health promotion evaluation methods.
- Marketing or communications experience.
- Extensive writing skills for the creation of reports.
- Experience with project coordination in an interdisciplinary/team environment.
- Strong written and verbal communication skills.
- Ability to comprehend, analyze, interpret and disseminate evaluation results and make recommendations on implementation in a program area.
- Ability to effectively communicate orally and in writing, including public speaking.
- Ability to meet deadlines.
- Ability to establish and maintain effective working relationships with federal, state, local community and/or health organizations and other stakeholders.
- Ability to Travel.

As a contracted employee of Knowledge Services, you will be responsible for meeting the needs and job requirements at The State Department of Health.

Contact Information

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