

Job Title	Program Coordinator
Employer/ Agency	The Immunization Partnership
Job Description	The Program Coordinator provides program and administrative support to TIP. The position will help support staff to complete deliverables under a Department of State Health Services contract. Support includes technical assistance, research on recruitment strategies for the Texas Immunizers and Stakeholders Working Group (TISWG) program, and the growth of TISWG membership and membership database. This position is also responsible for TIP's general administrative activities and supporting executive leadership and staff. The ability to effectively communicate, stay organized, and prioritize is vital to this role.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree required, preferably in public health, education, or related social science fields • Excellent written and verbal communication skills • Strong organizational skills and attention to detail • Ability to solve problems effectively • Basic understanding of research methods, designing and conducting qualitative and quantitative research and analysis • Ability to prioritize and adapt to a changing environment • Ability to take initiative and identify the information needed meet project objectives • Strong team-player who works independently on challenging assignments and cooperatively with partners • Discretion and confidentiality required • Proficiency in MS Office • Enthusiastic, detail oriented, and self-motivated
Salary/Hours	\$45,000/year
Employer/Agency	The Immunization Partnership
Address	P.O. Box 5168
City, State, Zip	Katy, Texas 77491
Contact Person	Hill Olson
Contact Title	Chief Operating Officer

Telephone Number	281-769-3078
Email Address	holson@immunizeUSA.org
Application Method	Email Cover Letter and Resume to careers@immunizeUSA.org
Opening Date	10/15/2018

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