Job Title | Program Coordinator – Epidemiology and Disease Control – Part Time
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Employer/ Agency | UTHealth – Texas Medical Center – School of Public Health
Job Description | Provides overall design, execution, management, and effectiveness of public education and/or outreach programs in order to ensure the achievement of its assigned goals and objectives.

- Coordinates, develops, implements, and evaluates the delivery system for education and outreach programs in targeted communities.
- Participates in all phases of projects and in research related activities, including assessing regional needs for program education, developing regional outreach plans based on needs assessment findings.
- Researches and analyzes data pertaining to education, and attends functions to keep abreast of relevant scientific and technical developments related to programs.
- Communicates with community and a variety of health care professionals to share objectives, outcomes by writing articles for newsletters, web pages, and other publications. Acts as a liaison with appropriate institutional agents; prepares/makes oral presentations at professional meetings.
- Uses program databases to collect program evaluation data; writes program reports and case studies to document outreach efforts; submits abstracts to professional meetings.
- Maintains current scientific, technical and regulatory environment information concerning relevant developments related to program area.
- Interact extensively with the public and/or external organizations to facilitate programs. Participates in national and regional task forces and work groups to provide capacity building assistance and information to partners; applies health education theories, models, and concepts to partner activities.
- Ensures that plans and protocols are followed to ensure compliance with all federal, state laws and UTHSC-H policies, rules and regulations.
- Other duties as assigned.

Qualifications | Knowledge of MS Office, SPSS or statistics software applications. Fluent in Spanish (speaking, reading, writing) highly preferred.
Minimum Education: | Bachelor’s degree or relevant experience in lieu of education.
Minimum Experience: | Three years of related experience. May substitute required experience with equivalent years of education beyond the minimum education requirement.

Salary/Hours | Part Time/20 hrs weekly, flexible schedule.
Employer/Agency | UTHealth – Texas Medical Center – School of Public Health
City, State, Zip | Houston, TX
Opening Date | Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.