

Job Title: Senior Project Coordinator - CNPI

Requisition ID **4028** - Posted - **Remote/Virtual** - **Administrative** - **Full-Time**

MPHI is a Michigan-based and nationally engaged, non-profit public health institute. We are a team of teams, process and content experts, dedicated to building *A world where tomorrow is healthier than today!*

Title: Senior Project Coordinator – CNPI
\$60,000 - \$80,000 / Posted Thru: 11-16-23

Location: Remote/Virtual

Purpose: The Senior Project Coordinator position leads fatality review collaboration projects at the Center for National Prevention Initiatives (CNPI). The position requires expertise in state fatality review systems, coordination of multiple review systems, and fatality review data collection. Additionally, this position provides extensive technical assistance and support to state and local fatality review programs. The Senior Project Coordinator also acts as a liaison between community partnerships, public and private agencies, and MPHI.

Duties and Responsibilities:

Content Expertise:

- Provide content expertise to CNPI staff regarding the functions of fatality review programs and systems at the state level. These systems include but are not limited to, child death review (CDR), fetal and infant mortality review (FIMR), maternal mortality review (MMR), and overdose fatality review (OFR). Experience working in population-based surveillance projects such as the SUID/SDY or Enhancing Reviews and Surveillance to Eliminate Maternal Mortality (ERASE MM) projects required.
- Represent CNPI in meetings with federal, national, state, and local partners.
- Review relevant state and federal legislation, state and federal guidelines, literature, and other professional/educational information to keep current on developments in project area.

Project Coordination Responsibilities:

- Develop, plan, and coordinate projects.
- Assess project needs and develop project action plans and timelines.
- Identify and prioritize project tasks.
- Coordinate project tasks with CNPI team members.
- Participate in the development of all project reporting requirements, such as quarterly reports, annual reports, and final reports.
- Correspond with clients and subcontractors, funding agencies, and project partners on an ongoing basis.

Project Development Responsibilities:

- Participate in project development activities, including the identification, conceptualization, writing, and production of grant proposals, preparation of work plans, reading and reviewing literature and materials, assembling plans for evaluation and research activities, and seeking opportunities for project development/additional project funding.
- Remain current on literature in key areas.

Administrative/MPHI Responsibilities:

- Develop and implement project work plans, timelines, and reports.
- Maintain MPHI-required internal training requirements.
- Participate in ongoing strategic planning and other special projects for CNPI and the company.
- Travel as needed, both in-state and out-of-state.
- Present project results and coordinates project meetings as needed.
- Maintain a positive, strong, credible, professional interpersonal relationship with all parties of MPHI projects, and always represents the best interest of MPHI.
- Understand and uphold MPHI's Core Values of Servant Leadership, Health Equity and Social Justice, Authentic Relationships, and Quality and Excellence. Other duties as assigned.

Qualifications/Requirements:

Education: Minimum of a master's degree in social work, Public Health, Psychology, Sociology, Education, Human Development, or other related social science field.

Experience: Minimum 10 years of experience with state level fatality review coordination, partner engagement, report writing, and project management. Content expertise in fatality review is required. Supervision experience preferred.

Important Skills and Characteristics:

- Ability to analyze project needs, monitor progress and completion of tasks, and prioritize appropriately.
- Strong organizational and problem-solving skills including the ability to manage multiple tasks and respond to conflicting deadlines.
- Excellent interpersonal skills and written and oral communications skills; a positive attitude and professional demeanor; interest in learning and mastering new information and skills; ability to work independently as well as the ability and desire to function as a productive member of a team; flexibility and adaptability to a fast-paced work environment is essential.
- Computer skills are required including experience and expertise in a Microsoft Office Suite environment, including use of word processors (e.g., Microsoft Word), spreadsheet programs (e.g., Microsoft Excel), graphical presentations (e.g., Microsoft PowerPoint and/or Adobe products), and virtual collaboration tools (e.g., Microsoft Teams, Zoom).

Work Environment and Physical Requirements: This position may require moderate physical effort, including working with PCs 75% of the time or more. Standard office environment. May require valid vehicle operator's license and travel.

RESPONSIBILITY FOR THE WORK OF OTHERS: No assigned responsibility.

IMPACT ON PROJECTS, SERVICES AND OPERATIONS: The Senior Project Coordinator directly impacts the quality of products, and the performance of project teams to which they are assigned. This position has substantial impacts on the integrity and quality of MPHI products and activities. Competent performance in this position has substantial impact on the integrity and professional reputation of MPHI including meeting the needs of MPHI clients in a timely manner, maintaining professional relationships, and enhancing the future potential of future contracts with clients.

REQUIRED COMMUNICATION:

Contact Person/Group	Frequency	Purpose
Supervisor	Weekly	Supervision
Project staff	Daily	Project work
Clients/ Partners	As needed	Project coordination

“For purposes of employment standards, this classification is Exempt from overtime provisions of the fair Labor Standards Act.”

MPHI works with you to promote health for everyone. Together, we will build ***a world where tomorrow is healthier than today!***

MPHI is an EEO/AA employer that participates with e-verify.