



Statewide Health Improvement Program (SHIP) NE Region

JOB TITLE: SHIP Technical Grants Coordinator

SUPERVISOR(S): Carlton Cook Lake St. Louis Community Health Board Director

LOCATION: Duluth, MN

SALARY: .8 FTE, \$20/hour non-negotiable, ending June 30, 2011 due to grant funding

BENEFITS: Health insurance and prorated benefits (e.g. vacation, sick, PTO)

JOB DESCRIPTION:

The Carlton-Cook-Lake-St. Louis Community Health Board is a recipient of State funding to provide oversight to technical assistance grants of the MN SHIP program. Coordinator will work to provide fiscal, programmatic, and reporting oversight to SHIP grants and other related grants/duties.

JOB DUTIES:

- Technical assistance grant agreement overview – Once draft agreement is sent from the State, responsible for overview and communication with MN Department of Health, CHB, and CHB attorney to review and approve new contracts.
- Fiscal management – Manage all fiscal components of SHIP grant agreements with providers including financial tracking forms, invoices, vouchers, and expenditure monitoring.
- Work plan Compliance – In collaboration with the State, monitor adherence to work plan timeline and deliverables. Request information from SHIP grantees for CHB reporting as needed.
- Reporting – Report on various grants quarterly and annually.
- Assist CHB and NE Regional Coordinator with mini-grant process and various other administrative assistant duties including writing minutes, scanning, uploading, and organizing documentation.
- Website and blog development assistance including writing and formulating articles, researching, and gathering data.

Preferred Education and Experience:

- Minimum requirement is a Bachelors Degree (public policy or public health is preferred)
- Knowledge of community health improvement practices
- Effective communication skills, including personal, written and public speaking skills
- Self motivated, with an ability to work independently
- Strong organizational skills
- Ability to collect data and prepare accurate reports
- Advanced computer skills specifically excel, word, and the internet
- Works effectively in teams