



**Program Coordinator  
Public Health Emergency Preparedness**

Knox Public Health is seeking an individual to coordinate the emergency preparedness activities of our agency to ensure agency response to community public health disasters.

**ESSENTIAL FUNCTIONS**

- This position requires the ability to collaborate with local/regional planners to develop, assess, integrate and test response plans, procedures, protocols, and guidelines
- Evaluate current plans through drills and facilitate necessary exercises and training.
- Individual will serve as the health district liaison between regional/local response agencies.
- Grant compliance, creating & updating all preparedness plans and reports
- Collection of data to assure program quality and compliance through necessary evaluations and audits
- Safe Communities grant administration, program planning and coordination

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in public health, emergency management, criminal justice or related field required
- Proficient at public speaking and creating presentations, organized, adept at customer service and have the ability to work with a diverse group of multi-level professionals and community members
- Knowledge of program management and/or grant coordination, preferred
- Knowledge of budgeting, bookkeeping and reporting; use of computer technology and ability to use Microsoft Office or Google Docs software programs a must

This position is regular, full-time 40 hours per week, 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift; may work additional hours, evenings, and/or weekends as required.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available.

If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to [resume@knoxhealth.com](mailto:resume@knoxhealth.com). Application can be found at [knoxhealth.com](http://knoxhealth.com). Position open until filled.

Employment application and this posting can be found on our website [knoxhealth.com](http://knoxhealth.com)  
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