PROGRAM COORDINATOR
Spokane, WA

Our vision at Empire Health Foundation (EHF) is that health is a fundamental human right! EHF boldly advances health equity in Eastern WA and beyond. Every investment we make goes toward creating measurable, sustainable health improvements. We believe that health is about more than just medicine; health outcomes are influenced by external factors such as the availability of resources to meet daily needs like food and shelter, access to quality education and job training, and access to job opportunities. Our work is aimed at addressing these problems, investing in sustainable systems change that results in healthier, more vibrant communities for all.

Job Summary
Are you a team player, creative thinker, organized, and a stellar communicator? Do you have experience in public health, social work, health and social services, or project / program management? EHF has an opportunity for a Program Coordinator to join our team! The Program Coordinator will be an integral part of the Program team and its efforts to create sustainable health systems change through upstream prevention efforts. Experience working with Tribal communities is preferred.

The Program Coordinator supports the development and operation of health improvement initiatives with an emphasis in focus areas of workforce development and care coordination in Native communities. This position assists the program team with organizing and implementing activities by communicating opportunities and current state of projects. Responsibilities include coordinating meetings, resources, equipment and information. The Project Coordinator handles projects with the goal of seeing them through on time and within budget. This role ensures projects run smoothly by managing workflow, scheduling assignments, evaluating the course of the project and reporting its status to the management and stakeholders.

Essential Job Functions
- Ensure effective internal and external communication through clear, professional written and verbal interaction.
- Responsible for tracking of expenditures in accordance with the targeted results and objectives as approved by the Board and external funding partners.
- Produce reports and developing data visualizations, responding to inquiries, and maintaining records, grant histories, files, calendars, and contacts.
- Support teams of consultants, grant writers, and providing management support for outside entities and grant recipients.
- Support research projects and community outreach. Understand health-related needs and equity efforts of the community, the non-profit ecosystem, and the strategies that the Foundation undertakes to effect change.
- Coordinate the implementation of strategic and responsive initiatives in line with the measurable, targeted results approved by the Board.
- Assist with the development and successful use of the EHF grants management system, including training co-workers and committee members.
- Organize convenings and other special meetings and events.
- Work collaboratively with other staff to identify and develop cross-portfolio collaboration.
• Attend relevant conferences, continuing education courses or trainings.
• Attend events and programs related to grant recipients, potential partners, and philanthropy.
• Other Duties as Assigned.

Qualifications
• Bachelor’s degree from an accredited four-year college or university;
• 2 - 3 years’ experience preferably in a start-up / high-growth environment;
• Demonstrated successful track record of working with Tribal communities preferred;
• Proven ability to track program results preferred.

Experience
• Strong project coordination skills and experience;
• Ability to prioritize, manage and follow up on multiple priorities and action items independently while meeting deadlines;
• Strong organizational skills and time management;
• Expert stakeholder relationship building skills;
• Strong research skills;
• Excellent attention to detail and follow-through, including proofreading and editing;
• Ability to demonstrate flexibility with changing priorities;
• Ability to handle confidential information in a professional manner;
• Evidence of being a team player and supportive colleague with strong interpersonal skills;
• Ability to work in a high-pressure, fast-paced environment and is energized by making order out of chaos.
• Ability to navigate complex cultural environments, including Tribal communities.

Please send a resume and cover letter with your salary requirements to Rebecca Johnston at rebeccaj@empirehealthfoundation.org. EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.