

**COUNTY OF**



**ALLEGHENY**

**RICH FITZGERALD**  
COUNTY EXECUTIVE

## **Countywide Flu Vaccine Program Coordinator**

### **Nature of Work/Overview**

This is a full-time, 8-month temporary position with the Allegheny County Health Department. There is potential that this position will be extended to a longer period at part-time hours. Please note that this is not a permanent position and therefore not eligible for Allegheny County benefits. Temporary positions or contractor positions are administered and paid through a separate employment agency or by independent contract.

The Health Department has received supplemental funding from the Centers for Disease Control to support vaccinations coverage for racial and ethnic groups experiencing disparities in vaccination rates. This project is focusing on Black Communities that are prioritized by the Racial and Ethnic Approaches to Community Health (REACH) Program in Allegheny County. Blacks comprise approximately 13% of Allegheny County, yet many communities, especially several within the City of Pittsburgh and others along the rivers, are racially segregated producing predominately black census tracts with high poverty rates and racial health disparities.

This position will be responsible for mobilizing community partners and residents to increase access to flu vaccine in Black communities in Allegheny County. ACHD will develop countywide flu coordination with the implementation of a flu vaccine committee. The committee will undertake compilation of a map identifying locations for flu, assessing inventory and availability, etc. The coordinator will manage these efforts. The coordinator will be responsible for various activities related to the successful implementation of flu vaccine efforts in the REACH communities including working with the Immunization Program on implementation of community-based flu clinics and distribution of resources. He/she will act as a liaison between ACHD and our partners.

Housed in the Department's Chronic Disease Prevention Program, the coordinator will also work with a diverse set of external stakeholders including: ACHD Programs including the Immunization Program and the Director's Office, local government officials, community-based organizations, healthcare providers, educators, and County residents.

Success in this role will depend on factors including but not limited to the following:



DEBRA BOGEN, MD, DIRECTOR  
**ALLEGHENY COUNTY HEALTH DEPARTMENT**  
**CHRONIC DISEASE PREVENTION PROGRAM**  
HOSANNA HOUSE • 807 WALLACE AVENUE • SUITE 204  
PITTSBURGH, PA 15221  
PHONE: 412.247.7816 • FAX: 412.247.7965  
[WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT](http://WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT)



- (1) Candidate's comfort engaging with multi-stakeholder, multi-polar systems,
- (2) Candidate's ability to work with external partners to coordinate activities,
- (3) Candidate's cultural competence,
- (4) Candidate's interpersonal skills; and
- (5) Candidate's ability to manage a complex project with many contributors and deliverables.

### **Minimum Requirements**

- A master's degree in public health, public administration, social work or a related field and 1-2 years of related work experience;
- OR
- A bachelor's degree in public health, public administration, social work or a related field from an accredited college or university and 3-4 years of related work experience.

### **Typical Duties**

Duties include but are not limited to:

- **Grants Management**
  - Work closely with ACHD fiscal staff to prepare and manage contracts with partner agencies.
  - Ensure that all grant requirements are met during the defined contract period.
  - Work closely with ACHD fiscal staff to manage program budgets.
  - Report program progress and outcomes to the Centers for Disease Control.
- **Overall Program Coordination**
  - Travel to various project sites in Allegheny County.
  - Coordinate a countywide flu coordination committee.
  - Organize public events and represent ACHD at events that are organized by other partners including, but not limited to outreach events.
  - Make presentations to community organizations about flu vaccine education and health education resources.
  - Provide resources to partners to educate the public about flu vaccines.
  - Work closely with ACHD immunization staff on implementation of community-based flu clinics.
  - Coordinate regular meetings and conference calls with funded ACHD partners.
  - Develop communications materials such as newsletter and social media posts.
  - Manage communication of public information about flu vaccines to residents and community organizations.
  - Coordinate training for community-based organizations.

### **Required Skills**

- Experience with community outreach and engagement.

- Excellent written and oral communication skills.
- Program evaluation experience.
- Program and budget management experience.

**Compensation:**

- Hourly: \$17.1687- \$24.0967
- Monthly: \$2,975.91 - \$4,176.76
- Annual: \$35,710.89 - \$50,121.12

**How to Apply:**

Interested candidates should submit their resume, references and a writing sample to Hannah E. Hardy at [Hannah.Hardy@AlleghenyCounty.us](mailto:Hannah.Hardy@AlleghenyCounty.us). Please note that this is a contract-only position and that although the individual will be working on projects for the Allegheny County Health Department under the supervision of Allegheny County Health Department staff, the individual will not be hired as a County employee.