



South Carolina Institute of
Medicine & Public Health

Position Description
Project Coordinator
South Carolina Institute of Medicine & Public Health

About IMPH

The South Carolina Institute of Medicine & Public Health (IMPH) is a nonpartisan, nonprofit, independent 501(c)3 organization working to collectively inform policy to improve health and health care in South Carolina. In conducting its work, IMPH takes a comprehensive approach to advancing health issues through data analysis and translation and collaborative engagement. Core organizational values include equity, integrity, excellence, transparency and collaboration.

Equal Employment Opportunity

IMPH is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants based on age, race, color, ethnicity, genetic information, sexual orientation, gender, gender expression, pregnancy, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

Job Purpose

Project Coordinator will support ongoing projects and initiatives of the South Carolina Institute of Medicine & Public Health (IMPH), an independent 501(c)3 organization with the mission to collectively inform health and health care policy in South Carolina. This position will be responsible for supporting the development and execution of policy informing activities, programs, research and communications that effectively engage stakeholders and advance IMPH's mission.

This position is based in Columbia, SC and office hours are 9am to 5pm Monday through Friday. Currently working a hybrid schedule with the option to work from home 2 days a week.

Minimum Qualifications

Bachelor's Degree in a related field
Ability to travel in and out of state (infrequently)

Preferred Qualifications

Bachelor's Degree, 2-5 years of public health and/or related experience OR
Master's Degree, at least 1 year of public health and/or related experience

Knowledge/Skills/Expertise/Qualities

Experience researching and writing reports.

Strong project management experience.

A commitment to professional excellence.

Attention to detail, excellent communication skills, flexibility in a dynamic environment and the ability to perform as part of a small team are essential for success.

Skilled in balancing competing priorities, time management and follow-through are essential.

Ability to be self-directed and work independently as well as contribute as a part of a team.

Functions/Job Duties

Prepare meeting materials including but not limited to agendas, tracking meeting attendees and meeting minutes.

Conduct research and draft briefs and/or reports.

Contribute to qualitative data projects.

Work with current staff to implement diversity, equity and inclusion principles and alignment into day-to-day functions.

Attend and participate in staff meetings, taskforce meetings and conferences and face-to-face meetings with legislators.

Gather information, policies, research and resources, and identify promising practices for responding to project-related health and health care issues.

Maintain current knowledge of public health information.

Other duties as assigned.

Supervisory Responsibilities

None

Annual Salary

\$50,000

