

Programs Director with the Missouri Immunization Coalition (MIC)

This Missouri Immunization Coalition (MIC) is looking for someone passionate about advancing and advocating the health and well-being of others to join our team as the MIC's Programs Director. This individual will be responsible for managing and developing programs and educational outreach funded through contracts obtained by the MIC. The Programs Director will supervise two Public Health Educators to assist in achieving outcomes and deliverables associated with the contracts. The Programs Director will create programs, events, and opportunities to increase immunization and education efforts throughout our Missouri communities. This individual will work with internal and external stakeholders to generate exposure and carry out successful strategies and practices that support the mission of the MIC. If you are well organized, detail-oriented, and enjoy working in a positive environment with individuals making a difference across our Missouri communities, consider applying to join our team!

Hiring Authority/ Department: The Missouri Immunization Coalition (MIC)

Supervisor: Executive Director of the Missouri Immunization Coalition

Position Title: Programs Director

Salary Range: \$53-65k per year - (commensurate with education & work experience)

The Programs Director will be responsible for the following:

- Work collaboratively with MIC Executive Director to support the organization's mission to improve the health of Missourians by reducing the spread of vaccine-preventable diseases
- Lead in the development of statewide trainings, programs, and events that focus on COVID-19 vaccination education and administration for various audiences- healthcare providers, community members, etc.
- Oversee development of immunization educational and training materials to support communities, clinics, long-term care and assisted living communities, and hospitals across local, regional, and statewide populations
- Encourage and support local public health agencies and federally qualified healthcare centers to expand immunization efforts and immunization clinics
- Network with stakeholders and assure access to education and resources as necessary related to COVID-19 Immunizations
- Oversee expenditure of the MIC's contract(s) to ensure activities and outreach expenditures are within necessary and approved guidelines for spending
- Oversee and work with 2 Public Health Educators
- Work with varying audiences and groups of stakeholders to accomplish events and programs related to immunization events or COVID-19 education.
- Report to the Executive Director to ensure contract(s) deliverables and outcomes are being met

The Missouri Immunization Coalition is based in the city of Columbia, MO. This position will be primarily remote/work from home. There are a few occasions in which the employee in this position will need to travel to parts of Missouri, or to report in-person to the Columbia/Jeff City area for work related duties. It is preferred that interested applicants reside within the state of Missouri. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that

are required of this position. Duties, responsibilities, and activities may change, or new ones may be assigned at the Executive Director's notice. This is a full-time position at 40 hours per week.

Qualifications:

The Missouri Immunization Coalition is willing to consider candidates with a wide variety of work & educational experiences to join our team! Below are some of the qualifications that competitive candidates would have:

- A bachelor's degree and at least 3 years of experience is required
- Master's degree in areas such as public health, nursing, health sciences, health administration, or a similar area is preferred
- Experience/understanding of public health principles and social determinants of health
- Public health experience at local, state, federal, or a non-profit environment is desirable
- Proven experience successfully overseeing multiple programs and projects
- Ability to work with multiple stakeholders and individuals to meet deadlines and follow directives
- Ability to think critically and analyze data
- Consistency with meeting short and long-term goals and objectives
- Willing to work closely with MIC members, staff, and others to achieve success
- Experience with using computers and programs such as Microsoft products (Microsoft Teams, Word, PowerPoint, and Excel) as well as programs such as Adobe, Gmail, Outlook mail, etc.
- Able to maintain a professional online appearance and manner

About the organization:

The Missouri Immunization Coalition, Inc. is a new statewide nonprofit organization that was incorporated in January 2020. It is Missouri's only statewide, independent organization committed to keeping Missourians healthy through immunizations by elevating the essential role vaccinations play in reducing the spread of vaccine-preventable diseases and promoting health for all Missourians. The MIC is dedicated to keeping Missouri healthy by building awareness for vaccines, educating healthcare providers, and advocating for policies that protect all Missourians with the goal of increasing vaccination rates throughout the state. You can read more about the MIC on our [website!](#)

How To Apply:

To apply, please send an email with your application materials to the Missouri Immunization Coalition at ncope@moimmunize.com

Include the name of the position that you are applying for as the title of your email. To be considered, you will need to attach your resume and a cover letter stating your interest in the position. You can also attach any other application materials you would like to share to your email submission.

Equal Opportunity is and shall be provided for all employees and applicants for employment based on demonstrated ability and competence without unlawful discrimination on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law.