



October 5, 2021

## EMPLOYMENT OPPORTUNITY

**Job Title:** Program Coordinator (FT)

**Location:** Grand Rapids, MI (on-site)

**Description:**

The Grand Rapids African American Health Institute (GRAAHI) is a non-profit organization dedicated to achieving healthcare equity in the African American Community through advocacy, education, and research. We have a rich history of contributing to social justice and racial equity policy, programming, and interventions. We seek to employ talented and success-oriented individuals, committed to supporting and advocating for the well being of vulnerable populations.

We believe in a synergistic, team-oriented work environment in which every staff member feels a sense of belonging and valued.

We are looking for a dynamic and experienced leader with a proven track record of planning, implementing and executing programs. This position will report directly to the Director of Operations.

**Roles and Responsibilities**

- Supports all programs and special projects
- Initiating and setting goals for various programs
- Planning the programs throughout their life from conceptualization to completion including processes, milestones, deadlines, assessments, and reports
- Keeping upper management informed of the current status of programs using accurate and detailed reports/presentations
- Ensuring to support all program activities and operational policies as well as legal guidelines
- Devising evaluation strategies for monitoring performance and for determining the improvement need

## Requirements

- Commitment to GRAAHI's mission and values.
- Minimum of Bachelor's degree with five years of experience in program management and development; managing budgets; and assessment /evaluation (Master's degree preferred)
- Sound knowledge of performance management and evaluation procedures as well as key metrics
- Experience with data analysis, budgeting and reporting
- Self-starter, independent and able to take initiative
- Great team player with proven ability to work with a wide range of cultural backgrounds
- Detail oriented, excellent organizational skills and ability to prioritize tasks
- Excellent oral and written communication skills
- Extensive experience with various software programs
- Strategic mindset with a sharp business acumen
- Problem-solving skills with a keen eye for details
- Strong analytical skills
- Exceptional leadership and organizational skills

## Why GRAAHI?

- You will get the chance to form relationships with motivated staff members, a phenomenal
- community, and stakeholders who genuinely care about the organization and improving the health of the community.
- You will see the impact of the work that you do and meet the people that are transformed by the programs of the organization.
- You will have the opportunity to support the community while addressing healthcare issues.

**To Apply:** Please send your resume, cover letter, two letters of recommendations, and three references to [info@graahi.org](mailto:info@graahi.org). Applications will be reviewed on a rolling basis until the position is filled.

*GRAAHI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*