

Final CPHPR/NRHD Shared Position Description

Position summary:

This position will coordinate activities of the Center for Public Health Practice and Research (60%) and serve as Senior Health Educator for the New River Health District (40%). The position will support the mission of the Virginia Tech Public Health Program and Center/NRHD efforts to address public health workforce needs and public health issues, particularly in southwest and southside Virginia. Major Center responsibilities include establishing and maintaining lists of core/affiliate VT faculty and external partners with public health expertise, interest or needs, facilitating interaction and collaboration among Center partners, developing grant proposals involving the Center, and serving as coordinator for grant-funded projects initiated by Center partners. This position will work on behalf of New River Health District (NRHD) Leadership Team in the district and community to create partnerships and systems to address community health needs prioritized by NRHD. Position reports to Center director; Health Director for New River Health District provides additional supervision and evaluation.

Purpose: *To model a collaborative approach to community health assessment, health promotion and evaluation by forging an intentional relationship between academic public health and public health practice*

Working title:

Assistant Director, Center for Public Health Practice and Research

Qualifications:

Master's degree in a field related to public health; master of public health degree preferred

Required experience/skills:

- Collaborative experience with public health agencies or organizations*
- Strong management skills and experience*
- Coordination of projects involving public health agencies or organizations*
- Involvement in interdisciplinary collaborative projects*
- Research experience related to public health*
- Knowledge of public health practice*
- Minimum three years' work experience in public health or equivalent setting*
- Experience utilizing data to procure support for policy change or grant funding*
- Experience writing and managing grants, including budget, evaluation and progress reports*
- Meeting facilitation skills*
- Computer skills*

Desired experience/skills

- Involvement in grant proposals for local, state or national agencies*
- Involvement in publication or submission of manuscripts for peer-reviewed journals*
- Use of data analysis software (SPSS, SAS, EpiInfo, etc.)*

Responsibilities

- Facilitate partnerships among relevant community organizations*
- Coordinate and maintain lists of core/affiliate VT faculty and external collaborative partners*
- Maintain currency of Center website portal for collaborative public health practice and research opportunities*
- Coordinate activities for grant proposals and projects including proposal development, budgets, implementation, staff training and supervision, reports, funder deliverables and manuscripts*
- Conduct and update needs assessment for resources to enhance collaborative public health research*
- Plan and coordinate meetings of the Virginia Tech Public Health Network*
- Provide technical assistance to preceptors of MPH students placed in practicum experiences related to Center projects and activities*
- Provide technical assistance to graduate and undergraduate students participating in Center activities*
- Serve on key local/regional/state boards, committees and workgroups*
- Establish goals and objectives for assigned NRHD and Center programs*
- Revise or develop educational materials*
- Conduct needs assessments, analyze data and generate reports for appropriate audiences*
- Provide technical assistance to local and community agencies/organizations regarding needs assessment, program planning and evaluation, research and grant proposal development*
- Other responsibilities as appropriate*