

Project Specialist Job Description

EMPLOYER	Kittitas County Health Network		
REPORTS TO	Assistant Director		
TERM	Until 6/30/22 or as funding allows		
HOURLY WAGE	\$22.00/hour plus \$600/month health insurance stipend	FTE	1.0
UNION	Non-Represented	FLSA	Non-Exempt

ORGANIZATIONAL FOCUS

The Kittitas County Health Network (KCHN) expects all employees to uphold the organization's mission and vision. The mission is to improve population health through cross-sector collaboration and systems integration. Our vision is that all people in Kittitas County are supported in achieving health and wellbeing.

JOB SUMMARY

The Project Specialist will be part of a small team responsible for driving KCHN's work forward. This position is responsible for supporting the organization's grant writing and fundraising efforts and facilitating the implementation of specific grant projects, Network work groups, and other community health improvement projects in collaboration with Network partners. The Project Specialist will also support the KCHN staff in community engagement efforts, the implementation of the organization's strategic plan, and sustainability.

REQUIRED QUALIFICATIONS

- Bachelor's degree in related field
- Three years of relevant work experience
- Excellent communication
- Comfortable with leading and facilitating community groups

PREFERRED QUALIFICATIONS

- Master's degree in related area
- Experience with grant writing, group facilitation, and program evaluation

JOB KNOWLEDGE, SKILLS & ABILITIES

- Strong analytical and critical thinking skills
- Ability to research needed information about health initiatives
- Ability to write, conduct, and analyze surveys and survey data
- Ability to lead collaborative teams of people in the implementation of community health improvement activities
- Excellent public speaking skills
- Excellent and accurate written and verbal communication skills
- Demonstrated organizational skills
- Demonstrated project management skills
- Ability to create and maintain positive working relationships

- Ability to thrive in and adapt to a dynamic, changing environment
- Flexibility and ability to work autonomously as well as in teams and take direction as needed
- Ability to meet deadlines
- Accurate data entry skills
- Proficient user of Microsoft Office programs

DUTIES & RESPONSIBILITIES

- Assist with grant writing, grant research, and other fundraising opportunities
- Facilitate, engage, and lead community health improvement work groups, including creating work plans, timelines, and performance measures; tracking and reporting progress; recruiting participation; and supporting community groups in implementation efforts
- Comply with grant funding requirements and submit accurate and quality deliverables
- Lead and facilitate the development and updating of a comprehensive and collaborative community health assessment and improvement planning process
- Conduct qualitative and quantitative data collection and analysis
- Develop, distribute and analyze surveys
- Assist with community engagement and Network sustainability efforts
- Assist with implementation of the Network strategic plan
- Serve as a representative of the KCHN; establish and maintain positive relationships including other nonprofits, healthcare agencies, healthcare professionals and community members
- Other duties as assigned by supervisor.



Position Authority			
Budget Authority <input checked="" type="checkbox"/> None <input type="checkbox"/> Principle Budget Authority	Supervisory Authority <input checked="" type="checkbox"/> None <input type="checkbox"/> Full Supervisory Authority <input type="checkbox"/> Partial Supervisory Authority <input type="checkbox"/> Lead Authority		
PHYSICAL REQUIREMENTS & WORKING CONDITIONS	RARELY	OCCASIONALLY	OFTEN
Seeing			X
Hearing			X
Standing/Walking		X	
Climbing/Stooping/Kneeling		X	
Lifting/Pulling/Pushing		X	
Fingering/Grasping/Feeling			X
Exposure to Hazardous Chemicals or Substances and/or Infection	X		
Exposure to Hazardous Drugs	X		
Exposure to Bloodborne Pathogens	X		
Personal Protective Equipment Required	X		
Additional Working Conditions: Shared office environment, needs access to reliable transportation and ability to travel out of county occasionally			
SIGNATURES			
The job duties as defined are an accurate reflection of the work to be performed by this position.			
_____		_____	
Hiring Manager		Date	
As the incumbent in this position, I have received a copy of this position description.			
_____		_____	
Employee		Date	