



## **POSITION POSTING**

**February 2022**

**POSITION TITLE: Program Coordinator**  
**DIVISION: NCREI**  
**DEPARTMENT: NCREI**

### **OCCUPATIONAL SUMMARY**

Reporting to the Executive Director of the National Center for Racial Equity & Inclusion, the Program Coordinator for the NCREI will be responsible for the ongoing coordination of health care literacy and relevant initiatives as it relates to the Advancing Health Literacy grant, led by Eskenazi Health. The incumbent will assist in the creation of instruments to increase patient knowledge and understanding of COVID 19 health information. The information will be focused toward Black, African American, Burmese and LatinX citizens throughout Marion County, Indiana. The Program Coordinator will also contribute to the overall program development, implementation, and evaluation. In addition this incumbent will work with consultant, community partners and Community Health Workers (CHW's) to design, implement and facilitate program activities for the Advancing Health Literacy (AHL). The Program Coordinator interacts with Martin University staff, administration, professional organizations, community and business leaders; and various health care constituencies, agencies and providers.

This position does not supervise others.

### **ESSENTIAL JOB FUNCTIONS**

1. Demonstrated ability to work collaboratively with diverse internal and external constituencies;
2. Experience in community health affairs, needs assessment, and health program development and implementation.
3. Develop materials that can be used in conjunction with the TEACH-back, plain language and Shared Decision-Making method
4. Establish recommendations and tips on relaying information to the public
5. Work with health care providers and agencies throughout the state to ensure appropriate follow up and care
6. Attend safe, public events to ensure proper education and conduct assessments
7. Create and provide educational materials to families and healthcare providers
8. Produce detailed written reports documenting and evaluating the progress of the program.
9. Perform ongoing aggregation and analysis of all data collected in the management of the designated populations
10. Assist with organizing and conducting monthly meetings with the stakeholders
11. Represent the institution at functions upon request
12. Development, execution, and organizational skills are essential.
13. Serve on administrative committees as assigned
14. Perform other administrative duties assigned

### **MINIMUM REQUIREMENTS**

1. Bachelor's Degree in Public Health, a similar degree in sciences or related field is required.
2. Experience in research and teaching methods is required.
3. Two years of relevant experience in DEI.



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**MINIMUM REQUIREMENTS continued:**

4. Excellent written and oral communication skills.
5. Experience in working to collaboratively implement programs and projects. Demonstrated ability to communicate with all populations and work independently, with knowledge of health care.
6. The position may require travel and must have a valid driver's license and transportation.
7. The position may require long hour or irregular hours; must be available.
8. The position requires an ability to function effectively in a complex, and often ambiguous, and constantly changing environment.
9. Ability to maintain a high level of confidentiality and treat confidential matters with tact and discretion.
10. Ability to maintain a high level of accuracy and attention to detail along with the ability to manage multiple tasks.

**APPLICATION PROCESS**

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University  
Office of Human Resources  
2186 N. Sherman Drive  
Indianapolis, Indiana 46218  
Email: [hresources@martin.edu](mailto:hresources@martin.edu)

This position is open until filled.

**No phone calls please.**