

TEXAS HEALTH INSTITUTE

Job Description

TITLE: State Teams Coordinator

REPORTS TO: Chief Operations Officer

BASIC FUNCTION: Responsible for leading and providing support to the state teams for the Mountain States Regional Genetics Network (MSRGN) project.

This position will be a contractual position for 20 hours per month. This position may be virtual.

MAJOR RESPONSIBILITIES/TASKS

- Participate as a member of the MSRGN management team and as the main MSRGN staff person on state team calls every month
- Serve as the primary interface between MSRGN management team and the state teams, including the contact for all communication between teams and with MSRGN management team
- Work with state team co-leads and members to offer guidance on potential projects, project coordination, funding, evaluation, and outcomes; help with project outcomes data acquisition
- Maintain up-to-date documentation of state team projects and activities in Airtable
- Support the projects coordinator to schedule monthly state team meetings, send out state team call reminders (Zoom information, agenda, and action items attached), and obtain monthly agendas and action items from co-leads
- Support the projects coordinator to update state team rosters on an ongoing basis as well as annually confirming with state team co-leads and members to verify their continued participation
- Coordinate with projects manager every Monday to confirm key MSRGN announcements, deadlines, or information to relay to state teams on monthly calls (MSRGN updates)
- Provide state team updates for HRSA calls and reports, including Discretionary Grants Information System (DGIS) and National Coordinating Center for the Regional Genetics Networks (NCC) annual reports
- Participate in twice monthly management team calls and monthly HRSA calls
- Other duties as requested

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES

NOTE: *These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

Supervisory Responsibility: None

Knowledge and Experience:

- Minimum of Bachelor's degree

- Minimum of 2 years of experience in project management or team coordination
- Experience in public health, health care, or genetics valued

Travel required: Minimum travel (possibly 2 trips per year)

Skills and Abilities:

- Proficient in all Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint
- Excellent computer skills
- Excellent skills in time and resource management, verbal and written communication, organization, and professional interactions
- Flexible: must maintain a positive attitude and be able to work well with co-workers and others on group projects
- Organized and detail-minded: must work effectively in a fast-paced environment
- Ability to maintain confidential information
- Ability to work independently and to prioritize tasks and accommodate project deadlines
- Ability to multi-task and work on multiple projects with various staff members simultaneously and successfully manage time and priorities

To Apply:

Please email (subject line: State Teams Coordinator) a cover letter, the THI application, and resume to Sherry Wilkie Conway at swilkie@texashealthinstitute.org

The cover letter should describe your interest in the position and include an explanation of your connection to THI's mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.