



Program Coordinator

Classification: Non-Exempt
Reports to: Executive Director
Wage Range: \$32,000 to \$38,000
Status: Full Time

About HMHB: Healthy Mothers, Healthy Babies Coalition of Georgia's mission is to improve maternal and child health through advocacy, education and access to vital resources. Our vision is that every mother and child in Georgia will have access to resources for a healthier life. Learn more about HMHB by visiting us online at: www.hmhbga.org.

Overview: Healthy Mothers, Healthy Babies Coalition of Georgia (HMHB) seeks a qualified applicant for the position of Program Coordinator. We are looking for a dynamic professional to join our team and support our mission-driven activities. This position supports the activities of our Coalition including, but not limited to:

Prenatal Education Program

HMHB works with partner agencies statewide to provide evidence-informed prenatal education to women and families in Georgia. We provide a 2-hour, brief-intervention format workshop that highlights information most pertinent to address Georgia's worst maternal and infant health outcomes. Three follow-up calls are conducted with each consenting participant to gauge the impact of the workshop and provide ongoing support and resources to program participants.

Building Perinatal Support Professionals Project

Training program launching in January of 2018 to support women toward becoming certified Childbirth Educators and Doulas. The program will support a cohort of 20 women during 2018 and 2019 who reside in Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, or Rockdale Counties. The program provides both scholarships for the training program and supplemental mentorship and professional development opportunities.

Requirements:

- Excellent program management experience.
- Great oral and written communication skills.
- Must work well on teams.
- Good understanding of social media marketing (Facebook, Twitter and Instagram).
- Must have experience in working with diverse groups of stakeholders to achieve a common goal.
- Knowledge of Microsoft Office products including Excel, Word and PowerPoint is required.
- Bachelor's degree required; master's degree preferred.
- Experience in grant management and reporting is preferred.



HEALTHY MOTHERS, HEALTHY BABIES

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- Experience conducting surveys and analyzing data preferred.
- Event coordination and planning experience is preferred.
- Experience in attaining certification as a Childbirth Educator and/or Doula is preferred.

Responsibilities:

1. Oversee the HMHB Prenatal Education Program.
2. Coordinate contract Prenatal Educators to conduct workshops on behalf of HMHB.
3. Coordinate periodic review of workshop curriculum and evaluation processes.
4. Work with key stakeholders to plan and execute successful Prenatal Workshops across Georgia.
5. Conduct follow-up phone surveys with workshop participants.
6. Work with evaluator to analyze pre-post test and survey data to assess impact and report outcomes for the Prenatal Education Program.
7. Establish and maintain partnerships with key agencies.
8. Provide supervision to HMHB interns and volunteers as requested.
9. Oversee the Building Perinatal Support Professionals Project.
10. Assist with marketing, recruitment and selection of Cohort.
11. Provide ongoing support and assistance to the Cohort of participants in BPSP to achieve their credential and begin their perinatal support role(s) within the community.
12. Coordinate bi-monthly training sessions for the Cohort on a number of professional development topics.
13. Work with key partners to review the training sessions, outcomes and needs of Cohort participants.
14. Identify and connect Cohort participants with childbirth educators and doulas working in Georgia to serve as mentors.
15. Compile reports for Executive Director, Board and grant funders related to project activities.
16. Serve as a liaison to several Coalitions aligned with HMHB mission.

To Apply: Please email your current resume or CV and a cover letter expressing your interest addressed to Elise Blasingame, Executive Director, at thecoalition@hmhbga.org. Please no phone calls.

Deadline: We request that candidate documents be submitted by November 20, 2017. The position will stay open until filled. Due to the high volume of applicants, only candidates selected for initial interviews will receive a response.