



IMMEDIATE OPENING
NJACCHO PHEP COORDINATOR JOB DESCRIPTION

To meet these needs the New Jersey Association of County and City Health Officials (NJACCHO) wishes to contract with a consultant to provide coordination and delivery of preparedness activities.

Compensation Estimate: Full time equivalent, salary to commensurate with experience.

Minimum Qualifications: NJ public health emergency preparedness knowledge; coalition/committee membership experience; public speaking experience; grant management/reporting experience; Bachelor's and/or Master's degree in public health or emergency management required.

Responsibilities: Serve as member of NJHPCESC and attend all meetings; report on meeting to NJACCHO; promote regional coalition initiatives; assist NJDOH by coordinating with Health Command Center as necessary; provide grant management services such as report preparation.

- Coordinator will regularly attend meetings of the five (5) Regional Public Health Planning Workgroups and provide updates to the NJACCHO Executive Committee and Emergency Planning Workgroup.
- Coordinator will work with the other HPP/PHEP funded organizations on joint deliverables.
- Coordinator will be an Active member of the NJ Healthcare Preparedness Coalition Executive Steering Committee (NJHPCESC) and will attend 100% of all NJHPCESC meetings and activities, unless excused.
- Coordinator will bring the New Jersey Healthcare Preparedness Coalition Executive Steering Committee updates back to NJACCHO's Executive Committee and general membership.
- As a representative of NJHPCESC, the Coordinator will promote regional coalition initiatives, including PHEP workgroup activities.
- Coordinator will work with local health partners to help with preparedness activities as local health partners see fit.
- Coordinator will provide NJDOH with a three (3) deep contact list for NJACCHO.
- All initiatives by Coordinator must be approved by NJACCHO and address regional/statewide PHEP needs.





NEW JERSEY ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
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PROTECTING NEW JERSEY'S HEALTH AND ENVIRONMENT SINCE 1911

- Upon request from NJDOH, Coordinator will coordinate with/respond to the NJDOH Health Command Center on pertinent response activities/stakeholder communications.
- Coordinator will work with NJDOH, and constituency groups to establish roles of entities in coalition involvement/development and provide compiled results to NJHPCESC and NJACCHO.
- Coordinator will assist with all NJDOH funded NJACCHO preparedness grants in progress during term of Consultant agreement. This includes all aspects of program coordination as liaison to NJDOH and all New Jersey local health departments.
- Coordinator will perform other related tasks as requested necessary to fulfill the requirements/intent of the grant funding.
- Coordinator will submit progress reports and report out to the Association's Executive Committee at all such meetings during the consultant's contract.

All interested candidates should send resume with cover letter to info@njaccho.org by COB on 9/10/20.



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