



Job Title: Senior Program Coordinator	Status: FT – Non-Exempt
Reports to: Senior Director of Strategy, Programs and Policy	Salary Range: \$45,000 annually
Starting Date: December, 2022	Date Reviewed: 10.20.22

Overview:

Respiratory Health Association (RHA) has been a leader in public health since 1906, helping for over a century to prevent lung disease, promote clean air, and help people live better through education, research, and policy change. The Association seeks an experienced professional who will participate in the implementation of COPD related community-based programs and grant-funded projects targeting people living with lung disease, their caregivers and other community stakeholders.

As part of RHA's Policy and Programs team, the ideal candidate has a passion for our cause, strong planning and organizational skills, and the interpersonal skills to work collaboratively with other departments and external partners.

Key Responsibilities:

- Coordinates the planning and implementation of RHA's annual Living Better Together COPD Conference (virtual or in-person).
- Leads the development of RHA's COPD Patient and Provider quarterly e-newsletters and the semiannual *Inspiration* printed newsletter.
- Conducts outreach and serves as liaison to pulmonary rehabilitation group leaders and other support groups for people living with lung disease.
- Represents RHA on COPD or related advisory committees.
- Delivers community-based COPD educational programming including COPD education presentations, COPD Caregiver Toolkit presentations, and pulmonary rehabilitation support group presentations.
- Coordinates and tracks requirements for continuing education credits for physicians, nurses, respiratory therapists, behavioral health professionals, and other healthcare providers including processing continuing education applications, evaluations, and follow up.
- Develops health education and promotion materials including presentations, fact sheets, website updates, and newsletter articles.
- Coordinates the administration of RHA's research grants program including tracking award deliverables and progress reports.
- Supports the development of COVID-19 patient-facing educational materials.
- Assists in monitoring project budgets and progress reporting.

Qualifications:

- Bachelor's degree in public health, health education, health services, or equivalent education and experience required. Master's degree in public health, nursing, or other allied health program strongly preferred.
- Strong planning and organizational skills. Experience with conference planning a plus.
- Strong written and oral communication skills.
- Strong interpersonal skills and an ability to work collaboratively within RHA and with external partners.
- Previous experience with chronic disease or health promotion preferred

Requirements:

- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.; remain in a stationary position 50% of the time; constantly operate a computer and other office machinery such as a calculator, copy machine and printer, etc.; lift and/or move up to 50 pounds.

Salary/Benefits:

This position's starting salary is \$45,000. In addition, Respiratory Health Association offers competitive benefits including medical, dental and vision insurance, life insurance, 403(b) retirement plan and generous paid time off for vacation and sick.

Respiratory Health Association is dedicated to offering professional development opportunities to help staff advance their careers for the benefit of the Association.

RHA has a Hybrid/Remote schedule and when in the office, on-site parking is available.

To apply: Email résumé, cover letter, and a writing sample by November 15, 2022 to jobs@resphealth.org.

Please note: Respiratory Health Association (501C3) is fully committed to equal opportunity employment in accordance with applicable laws and regulations and is an Equal Opportunity employer. The Association does not hire persons who smoke or vape and forbids smoking in the workplace.

RHA requires all employees to be fully vaccinated for Covid-19.