

TITLE: Healthcare Coalition Funds Coordinator

DATE: February 2024

CLASSIFICATION: Non-Exempt

DEPARTMENT: Emergency Preparedness

SUMMARY:

The Healthcare Coalition Funds Coordinator assists the Healthcare Coalition Funds Manager in administering the approved coalition funds and CHOA's budget under the Healthcare Preparedness Program grant.

This includes administering funds to Georgia's healthcare coalitions, managing vendor relations and procuring supplies and equipment. It also includes processing approved reimbursement payments for the coalitions and for CHOA's budget. Additionally, the Coordinator is responsible for assisting with the document flow between health care coalitions, the Department of Public Health and GHA internal departments.

ESSENTIAL FUNCTIONS:

General administrative

- Assists in managing the multimillion dollar statewide coalition budgets.
- Assists in managing document flow between health care coalitions, the Department of Public Health and GHA internal departments.
- Assists in defining, explaining, and interpreting matters of emergency management/disaster planning, reporting, and assists when communicating with stakeholders such as public health departments, state and federal agencies, healthcare organizations, academia, industry, and other entities.
- Assists in creating technical budget related reports in compliance with grant deliverables to include, drafting, proofing, and editing reports at the coalition, state, and federal levels within the time guidelines specified in the grant.

Conference & Meeting Management

- Assists in coordinating and/or negotiating conference venue contracts with the primary meeting organizer
- Makes and manages the venue registration process
- Coordinates and/or negotiates conference venue catering orders for multiple events
- Assists with the management of the overall calendar of events for the projects
- Composes and distributes announcements for meetings
- Schedules, sets up and supports conference calls, audio visual teleconferences and in-person meetings

- Responsible for responding to coalition requests and inquiries in a timely manner

Fiscal

- Complies with federal, DPH and GHA regulations in managing coalition funds
- Validates and assures prior authorization for all purchases
- Processes internal check requests, invoices, reimbursement documents and expense reports for payment
- Performs basic record keeping and organizes file storage for archiving
- Purchases approved equipment and supplies identified by coalition leaders
- Understands and adheres to GHA code of ethics

Performs other job-related duties as assigned

EDUCATION:

High School diploma required with some technical school/junior college classes preferred.

EXPERIENCE:

Five (5) years of general office experience and accounting experience is required. General knowledge and experience of working with/under grants preferred.

KNOWLEDGE & SKILL:

Knowledge of basic accounting principles

Strong verbal and written communication skills

Vendor management software or system proficiency

Excellent customer service and communication skills as interfaces with project officers, State public health, and coalition partners

Highly organized and detail oriented when managing projects, including setting deadlines and meeting project timeline/goals

Must be capable of handling multiple tasks and deadlines as necessary

Self-starter that takes initiative

Must be a strong team player

Basic proficiency with:

- Survey Monkey
- Outlook
- Electronic file storage and management

Beyond Basic Technical proficiency with:

- Proficient Microsoft Office skills
- FoxitPhantomPDF

Expert Technical proficiency with:

- Proficiency with remote, telework technology (Zoom and/or Webex & Teams) - experience working in a remote or online environment is a plus
- Vendor management and procurement systems

Travel may be required on an occasional basis.

Occasional extended hours and weekend coverage may be required

Equal Opportunity Employer/Veteran/Disabled

DISCLAIMER:

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.