Requisition #306177: Program Coordinator

**General Description:** The purpose of the Program Coordinator is to support the mission and work of the Johns Hopkins Urban Health Institute (UHI) through comprehensive coordination of UHI projects and activities. The Program Coordinator collaborates with the UHI Program Director to successfully accomplish the goals and objectives set forth for all programmatic activities.

**Primary duties and responsibilities:** The Coordinator will provide day-to-day support and coordinate the various ongoing activities of the UHI, including but not limited to:

- Assist in the planning and coordination of on- and off-campus special events including lectures, workshops, seminars, and meetings.
- Network within Johns Hopkins and throughout the community to develop and maintain strong working relationships;
- Represent the UHI at meetings and events throughout the community as necessary.
- Serve as the liaison to internal offices, technical staff, and external organizations
- Develop, maintain and oversee timelines for all special projects, ensuring timely delivery of deliverables.
- Assist in the maintenance and expansion of UHI database
- Coordinate with the team to develop policies and systems to increase efficiency of daily operations and assist in expansion of specific programs, such as the Small Grants program, the Henrietta Lacks Memorial Award, and Community-Driven Research Day.

This position reports to the UHI Program Director. Occasional weekend and evening hours may be required.

**Qualifications:** Bachelor’s degree or 5 years of progressively responsible experience in program planning and implementation. Position requires high energy, capacity to work quite quickly yet accurately both independently and with a small team of dedicated professionals. It requires strong attention to details and interpersonal and networking skills. Experience in community-based work, specifically in Baltimore is a plus. The Coordinator should be highly organized and able to handle multiple tasks on an ongoing basis. This position requires a high degree of organization, accuracy, and the ability to assess and react in a timely manner to ongoing project activities.

**How to apply:** Please submit your resume and cover letter to urbanhealth@jhu.edu and complete the application at jobs.jhu.edu, search for requisition #306177.