



Requisition #9653: Program Coordinator

The Program Coordinator will provide administrative, research, and coordination support for the JHU Urban Health Institute. The coordinator will play a major role in the planning and coordination of on- and off-campus special events including lectures, workshops, seminars, and meetings. The candidate filling this position will work closely with the UHI program director to successfully accomplish the goals and objectives sent forth for all programmatic activities.

Primary duties/responsibilities: The program 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.
- Work with the communications coordinator to ensure appropriate pre-and post-event outreach and dissemination
- 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
- Work with program director and communications associate to maintain and expand the UHI's diverse network.

Special skills/knowledge: Successful candidates will be high energy and outgoing, with the proven capacity to work quickly and 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.

How to apply: Please apply online by visiting <https://jobs.jhu.edu> and search for requisition #9653. After submitting your application online, please email your resume and cover letter to urbanhealth@jhu.edu with "Req.#9653" in the subject line.