



Public Health Institute of Western MA is seeking a full time Administration and Contracts Coordinator.

Are you looking to join a group of hard-working people who are trying to change the world? Are you passionate about racial equity, social determinants of health, political policy that drives real change? Come work for a small but mighty organization. We are growing and hope you will grow with us.

As part of the National Network of Public Health Institutes, The Public Health Institute of Western Massachusetts (PHIWM) provides skills, expertise and experience to create successful public health campaigns and sustainable system changes to improve health and well-being in Western MA. Through partnerships, we build on community assets and build community capacity to positively impact social determinants of health. Our services include Research and Assessment, Coalition-Building, Program Evaluation and Health Policy Development. PHIWM is a 501 (c) (3) nonprofit with a 20-member Board of Directors and relies on state, federal and private grants and contracts. PHIWM has a management service agreement with Baystate Health for Human Resources, Payroll and IT services. Therefore, applicants should apply [here](#) through Baystate Health.

What you will do:

- Act as primary contact for administrative office duties and report to the Senior Finance and Contracts Manager. Prepare all necessary status reports on projects as needed.
- Identify and coordinate project logistics and needs. Analyze results and lessons to be learned at completion of projects and seek advice when needed.
- Monitor office program systems and metrics for ongoing projects to meet changing needs and requirements.
- Assist in contract facilitation and proactive follow up, working with both internal and external partners to ensure timely completion.
- Help with internal budget and payroll data entry as appropriate to answer questions and track progress of projects/initiatives.
- Assist senior manager in updating internal administrative procedures. Communicate and collaborate with office staff across teams and recommend new processes in support of efficient and accurate management and administration of office systems.
- Assist Executive Director as needed

What you will need:

- Knowledge and/or openness to learning health equity principals
- Minimum three years work experience in areas related to non-profit office administration, executive support, or equivalent education



- Experience with data entry and financials
- Excellent verbal and written communication skills
- Excellent management of resources, excellent computer skills
- Strong interpersonal skills and ability to work effectively with others across the organization.
- Strong organizational skills with attention to detail.
- Experience with Microsoft applications.
- Associate's Degree or equivalent work experience required. Bachelor's Degree preferred.

Required Work Experience:

- Coordination of service agencies/ Community based programs/ Needs assessment and data collection
- Experience in administrative, and/or health education programs

Preferred Work Experience:

- Minimum three years work experience in areas related to health care administration, executive support, or equivalent education

Skills and Competencies:

- Bi-lingual (Spanish) preferred

Required Education:

- Associates Degree or equivalent work experience in training in health or social sciences such as public health, healthcare admin, nonprofit management

Preferred Education:

- Bachelor of Arts; Advanced education and training in health or social sciences such as public health, healthcare admin

Salary Range:

- \$50,000 - \$60,000 contingent on experience