



CITY OF PHILADELPHIA

DEPARTMENT OF PUBLIC HEALTH
1101 Market Street, 12th Floor
Philadelphia, PA 19107

THOMAS A. FARLEY, MD, MPH
Health Commissioner

CAROLINE JOHNSON, MD
Deputy Health Commissioner

MOLLY HARRAR, MS
Director, Division of COVID-19
Containment

POSITION TITLE

COVID-19 Program Assistant

GENERAL DESCRIPTION

The Philadelphia Department of Public Health (PDPH), through its newly created Division of COVID-19 Containment, is responsible for monitoring COVID-19/SARS-CoV-2 exposure within Philadelphia and determining appropriate mitigation strategies. In order to do this, PDPH will be expanding the City's surveillance and detection capabilities to ensure that cases of COVID-19 in Philadelphia residents are quickly identified and investigated. This involves working closely with laboratories and healthcare institutions to increase access to rapid testing and building systems that enable consistent data sharing among relevant partners.

JOB DESCRIPTION

The COVID-19 Program Assistant will work with the Epidemiology Program to ensure that data is collected, entered, and cleaned, and administrative tasks are completed. This will involve working closely with management to identify administrative needs and complete them in a timely manner.

SPECIFIC DUTIES

- Collect surveillance data
- Assist in data entry and data cleaning
- Develop agendas, timelines, checklists and organize folders and files, make copies, organize and prepare for meetings
- Other duties as assigned

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This job may require moderate physical effort including lifting materials and equipment of less than 50 pounds and involves viewing a CRT or VDT screen 50 to 75 percent of the time. The position may require some travel and occasional participation in off-site functions. The position requires responding to public health emergencies and at times requires rapid turnaround of communications on short notice.

SALARY AND BENEFITS

Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, paid sick, vacation, and personal time, and a retirement plan.

TO APPLY

At the Philadelphia Department of Public Health, we value health justice. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that COVID-19 has on our city's diverse

population. We are dedicated to building a staff that reflects the diversity of Philadelphia.
We encourage applications from individuals who identify with one or more of the following groups:

- a) People of color,
- b) Individuals with disabilities,
- c) LGBTQ+,
- d) First-generation college students,
- e) Individuals from a family that has qualified for federal financial assistance,
- f) Other historically underrepresented or marginalized groups.

Applicants who are originally from and live in the Philadelphia area are also strongly encouraged to apply.

To apply, please submit:

1. A resume or CV
2. A cover letter that includes:
 - Your experience in or with Philadelphia, if any
 - Your past or proposed contributions to diversity, equity, and inclusion