



**CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF COVID CONTAINMENT (COCO)
(September 2020)**

POSITION TITLE: Pediatric Partnerships Coordinator

PROGRAM AREA: Division of COVID Containment, Logistics Branch

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.

The Pediatric Partnerships Coordinator will work with the Pediatric Partnerships Manager to ensure that administrative tasks are completed and progress is regularly tracked for ongoing projects. This will involve working closely with the Partnerships Manager to identify administrative needs and complete them in a timely manner.

This position is full-time, Monday through Friday, with occasional work after hours and on weekends to support Program activities. The position is grant funded for a minimum of one year. Continuation of the position is dependent on sustained grant funding.

SPECIFIC DUTIES

- Work closely with the Pediatric Partnerships Manager to document meetings, develop meeting minutes, and maintain awareness of deliverables, following up as needed
- Develop agendas, timelines, and checklists, organize folders and files, make copies, organize and prepare for meetings
- Communicate by phone and email with local pediatric partners (including schools and daycare centers) about emerging questions, guidance, and resources
- Conduct research on COVID-19 mitigation strategies, understand response plans in other jurisdictions and make recommendations based on research
- Participate in project-related conference calls, meetings, and trainings as required

REQUIRED QUALIFICATIONS

- Bachelor's degree in Public Health or related field required
- Advanced degree in Public Health or related field preferred
- Two years of work experience in a professional setting desired; administrative and health education experience preferred
- Working knowledge of Microsoft Office applications
- Excellent organizational skills and attention to detail

- Ability to interact appropriately and effectively with a wide range of persons
- Demonstrated critical thinking skills; strong verbal and written communication skills.
- Flexibility, professionalism and the ability to manage multiple projects simultaneously
- Equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration in a dynamic urban health department

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This job is estimated to be 90% remote work (work-from-home). 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.

SUPERVISION

This position reports directly to the Pediatric Partnerships Manager

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 the following to christine.morando@phila.gov :

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

