

Indiana Rural Health Association Job Description

Position: Program Director
Status: Full-Time Exempt
Supervisor: Senior Director, Indiana Rural Health Association

Knowledge, Skills, and Abilities:

- Excellent Written and Oral Communication Skills
- Demonstrates Good Judgment
- Excellent Computer Skills, including Microsoft Office Excel, Word, and Outlook
- Excellent attention to detail
- Ability to interface with and provide support to personnel
- Ability to establish priorities, work independently, and proceed with objectives without supervision

Essential Duties and Responsibilities

- Lead all aspects of programs, networks, or grants as assigned
- Direct, coordinate, and/or assign all activity as defined by the scope of the programs, networks, or grants
- As appropriate, set the budget, request invoices, and monitor financial activity of programs, networks, or grants
- Coordinate and lead all correspondence with key stakeholders, partners, and/or members
- Submit appropriate reports and documentation timely and without errors
- Facilitate, delegate, and monitor activity as performed by coordinators or data coordinators
- Assist with additional functions at IRHA, as assigned

Qualifications and Education Requirements

- Bachelor's degree with a preference for healthcare, business administration, statistics, computer science
- Minimum of 2 years' experience in health initiatives
- Experience with grant writing preferred, but not required
- Resident of Indiana