



**Title:** Section Coordinator, Public Health Initiatives  
**Department:** Center for Education  
**Reports To:** Director, Center for Education; Acting Co-Director, Mütter Museum;  
Co-Director, Living Exhibits, Mütter Museum  
Senior Staff Liaison, Section on Public Health & Preventive Medicine

### The College of Physicians of Philadelphia

Founded in 1787, The College of Physicians of Philadelphia (the “College”) is one of the oldest professional medical organizations in the country and home to the Mütter Museum, the Historical Medical Library, HistoryofVaccines.org, a dynamic Center for Education, a full calendar of public events, and a busy facilities rental calendar. Over 200,000 guests visit the College annually, and we are incredibly proud of our Mission *to advance the cause of health while upholding the ideals and heritage of medicine*. The [Section on Public Health & Preventive Medicine](#) (“the Section”) at the College is a forum of public health professionals from throughout the region who deliberate on crucial public health issues, provide information for improving health policies, and support programs that increase awareness of public health issues in the community.

**JOB CLASSIFICATION:** Part-time, Non-exempt

**TIME REQUIREMENT:** This part-time position will require approximately fifteen (15) hours *per week*, including meeting attendance, and participation in events and programs. The amount of work varies throughout the year and typically follows an academic schedule (late August through late May ~ 10 months/40 weeks).

### FUNCTIONS OF POSITION:

The Section Coordinator will organize and coordinate public health-related programs and events, and serve as the junior staff liaison for the Section and the College. This individual will maintain records of membership, finances, and Section-related communications. In collaboration with the Section Chair and members, and the College Communications and Events Departments, the Section Coordinator will help plan and oversee Section-sponsored events and initiatives, including the following:

- Philadelphia Public Health Grand Rounds, four times a year
- Topic-specific Sub-Committee meetings, ongoing
- Public Health Recognition Awards, annually
- Steering Committee Meetings, monthly
- Public Health Symposium, annually
- Student Poster Session, annually
- Section Newsletters, monthly
- Policy Issue Briefs, ongoing
- Health Matters Workshops
- Pop-Up Spotlight Events

The Section Coordinator will be given the opportunity to work with public health professionals, practitioners, academics, and researchers to engage the community and expand public health programs at the College. In addition to assisting with the Section's sponsored programming, the Section Coordinator will work closely with other departments, including The Center for Education, the Mütter Museum, and the Communications and Events Departments, to support public health-related programs at the College. Some evening and weekend work will be required, depending on program or meeting needs.

#### **TRAINING, SKILLS, AND EXPERIENCE GUIDELINES:**

- BA or BS degree, preferably in public health or a related field
- MPH degree, or in school for MPH, preferred
- At least one year's experience with event planning, preferred
- Effective communication and interpersonal skills
- Good writing and editing skills
- Experience using Microsoft Office Suite and social media platforms; experience using MailChimp a plus
- Ability to set priorities, plan, organize, and multi-task is critical to success in this position

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

##### **Planning and Implementation of Programs and Initiatives (70%)**

- Assist in the planning and implementation of the Section's scheduled events
  - Public Health Grand Rounds
  - Population Spotlight Events
  - PHYLA – speed mentoring
  - Health Matters Workshop
- Organize and coordinate logistics of the Section's monthly Steering Committee meetings, as well as the meetings of Sub-Committee and partnering collaborators
  - Steering committee meetings occur on the 2<sup>nd</sup> Monday of the month from September – May
  - Meeting invitations – Dial-in details should be requested from IT personnel and shared with participants at least one (1) month ahead of scheduled meetings
  - Meeting agenda – must be reviewed by the Section Chair and the Executive Board; the final version must be sent to the Steering Committee at least one (1) week before the scheduled meeting
  - Minutes – must be requested from Section clerk at least one (1) week after each meeting, shared with the Section Chair, and attached to the next meeting invitation
- Assist in the creation of new initiatives to educate on public health issues, increase collaboration in the region, and engage the community
- Organize and coordinate health matters workshop with Philly FIGHT
  - Help draft a six-week session based on topics provided by Philly FIGHT
  - Recruit speakers for each session and review presentations to ensure appropriate content
  - Help organize interactive games based on presentation content
  - Coordinate presentation of certificates for individuals who attend five (5) of six (6) sessions

**Administration of the Section (30%):**

Assist the Section, its Chair and members in managing finances, membership, and communications. Maintain timely communications with Section members and partner organizations. Create and disseminate monthly newsletter for the Section. In addition, the Section Coordinator will:

- Handle administrative paperwork and logistics for events promptly
  - Reservation of spaces at the College
- Review and update membership renewals for dues paying and non-dues paying members
  - Non-dues paying members (*i.e.*, students) will have to be manually entered into the MailChimp newsletter system by the Advancement Department
- Help communicate and market public health-related event information to relevant organizations
  - Monthly newsletters are sent out on the third Tuesday of the month.
    - Section members should be reminded to send in items for the newsletter no later than 2<sup>nd</sup> Tuesday of the month.
    - The final version of the newsletter must be shared with the Section Chair, the Communications Director, and the Director, Fellowship and Membership Relations, for review.
  - Manage Section social media – Twitter & Facebook (in coordination with the Communications Director)
- Help to draft regular reports to the College Board of Trustees
- Engage with College team regarding grant writing and other efforts to obtain funds to support Section activities

**To apply:** Please email cover letter, resume, and desired salary range to: Jacqui Bowman, PhD at [jbowman@collegeofphysicians.org](mailto:jbowman@collegeofphysicians.org).

Review of applications will begin immediately and continue until the position is filled.

**The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**