

Project Coordinator, Public Health Projects

Job Title: Project Coordinator

Location: (HYBRID, REMOTE will be considered for applicants living in Northern or Southern NM) MUST live in New Mexico

Anticipated Travel up to 25%

Reports To: Director of Population Health

Job Summary:

Constellation Consulting, LLC is a growing consulting firm that specializes in a variety of projects, including population health and event management. We find the right people to do the right work by collaborating with consultants who are experts in their communities and fields. We convene people, organizations, and communities to facilitate system change, facilitate training and workshops for capacity building, support health systems to increase efficiencies and deliver better care, and much more. Previous projects have included nicotine and commercial tobacco control efforts, diabetes prevention, heart disease and stroke care, suicide prevention, health systems development and support, and more.

This position will report to the Director of Population Health to support the public health portfolio. This role will be pivotal in supporting outreach for building and maintaining relationships with people, organizations, and communities to participate across projects with Constellation.

The ideal candidate has a track record of developing meaningful relationships with individuals. They have a general understanding of public health or healthcare and basic understanding of social determinants of health (or social drivers of health). They are knowledgeable in organizing and facilitating groups online and in person. They can work both collaboratively and independently. They are flexible. They are eager to learn in a growing organization with future opportunities.

Key Responsibilities:

- Facilitate and support outreach activities across the state of New Mexico. Includes sending emails, making phone calls, scheduling Zoom meetings, and travelling to meet people in person.
- Coordinate and facilitate meetings to support outreach and recruitment efforts.
- Coordinate and facilitate meetings, technical assistance, and training to support project goals.
- Take thorough notes and summarize key details to share in emails with participants.

- Assist in the coordination and execution of project activities in alignment with assigned timelines.
- Support data collection activities for reporting requirements.
- Project support activities including supporting administrative tasks.
- Collaborate with Constellation staff and consultants across projects.
- Table at events to promote opportunities to get involved with Constellation.
- Event support; set up, registration, and clean up.
- Other responsibilities as assigned.

Qualifications:

- **Education:** Bachelors degree OR other formal education / certification / licensure with 3+ years of experience.
- **Experience:** Previous experience working in nonprofits, community-based organizations, or health systems.
- **Skills and Abilities:**
 - Strong interpersonal and communication skills, with the ability to build rapport and establish trust with diverse populations.
 - Strong customer service skills or client satisfaction.
 - Ability to follow through on tasks in a timely manner and communicate progress.
 - Ability to ask for help when needed and communicate effectively when tasks are delayed.
 - Ability to work independently, prioritize tasks, and manage time effectively.
 - Ability to adapt to change in a professionally appropriate and thoughtful manner.
 - Experience with Google Drive, Google Docs, and Google Sheets.
 - Strong critical thinking skills.
 - Strong curiosity and interest in learning.

Preferred Qualifications:

- Background in public health or healthcare through formal education or work experience.
- Familiarity with social determinants / drivers of health (housing, transportation, food access, clean air, etc.)
- Familiarity with Northern New Mexico.
- Experience coordinating and facilitating meetings.
- Bilingual or multilingual skills.

Physical Requirements:

- Ability to travel throughout the state of New Mexico.
- Ability to work flexible hours, and work remotely

- Ability to lift and carry materials and supplies, up to 25 pounds.

Work Environment

- This is a remote/hybrid position. Constellation Consulting, LLC will provide a computer and other work materials.
- A conference room at the office will be available for meetings in Albuquerque.

Benefits

- 32 Hour Work Week (Full-Time)
- 11 Holidays
- 4 Weeks of PTO/Sick Days
- Training and Professional Development

After 90 days, employees are eligible for the following:

- Medical insurance with gym membership (Constellation pays 80% and employees pay 20%)
- 401k Retirement Program with up to 6% match

Salary Range: \$45,000 - \$54,000

Equal Opportunity Employer:

Constellation Consulting is an equal opportunity employer, breastfeeding-friendly, nicotine/tobacco-free and substance-free organization.

Application Instructions:

To apply, please apply here on Indeed, or submit a resume, cover letter, and contact information for three professional references to kael@constellationnm.com. In your cover letter, please describe your relevant experience and why you are passionate about population health (noting any particular areas of interest) in communities. Applicants will be evaluated as they are submitted, and the position will remain open until filled.