

JOB TITLE:	Specialist, Alliance for a Healthier SC
SUPERVISOR:	Director, Alliance for a Healthier SC
QUALIFICATIONS:	<ul style="list-style-type: none">• Bachelor’s degree required (public health or health administration degree preferred)• Thorough understanding diversity, equity and inclusion principles and the key drivers of health inequities.• Experience in project planning and coordination• Proven ability to effectively work with multiple projects and groups• Excellent communication skills• Outstanding proficiency with Microsoft Word, Excel and PowerPoint is required
BASIC FUNCTION:	The Specialist, Alliance, helps coordinate Alliance and SCHA initiatives by contributing to project development, implementation, and monitoring while working in tandem with many groups and partners. This includes the development of a learning collaborative to address health disparities in rural communities.
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Work closely with team members, project participants, and partners to maintain and grow projects and technical assistance resources• Help research and develop plans for assigned projects such as learning collaboratives• Monitor progress, identify, and troubleshoot problems for assigned projects• Identify SCHA and Alliance stakeholders engaged in Diversity, Equity & Inclusion (DEI), Population Health and Community Health efforts• Gather the appropriate hospital and community data to guide strategic initiatives• Partner with state and community partners to develop and share best practices, outcomes and impact of work related to reducing health disparities.• Help with the provision of timely updates and reports to funders to ensure accuracy and completeness• Assist with planning, executing, and documenting productive local and statewide meetings, retreats, and webinars

- Work with other team members to produce and share relevant and meaningful reports, materials, and presentations
- All other duties as assigned