



## **OPEN POSITION ANNOUNCEMENT:**

AFL Enterprises, LLC, has an immediate opening for a **part-time Special Projects Coordinator**. AFL Enterprises, LLC is a consulting organization headquartered in Denver, CO, however candidates do not need to be based in Denver to qualify. AFL's business focuses on public health programs and initiatives that promote access to high quality health care services for underserved populations.

The Special Projects Coordinator will play an integral role in assuring the quality of projects and is responsible for organizing and driving the work of projects assigned.

The Special Projects Coordinator manages day-to-day project tasks and deliverables to ensure projects are on track to meet deadlines and stay within scope. The Special Projects Coordinator is responsible for elevating any concerns regarding scope, timelines, or deliverables to the Project Director. The ideal Special Projects Coordinator can build and manage successful project plans and timelines with little guidance.

This position reports to the Project Director, and will work collaboratively with other project participants including, but not limited to, content expert faculty and consultants, state agencies, health center staff, AFL leadership, and funding organization staff. Candidates must have at least 2 years of experience in a project coordination or relevant administrative role. The successful applicant will have excellent organizational skills, demonstrated attention to detail, a flexible and team-oriented work style, and ability to self-direct work.

AFL is currently looking for a part-time Special Projects Coordinator to work 0.5 FTE (20 hours a week) with a corresponding compensation of \$48,000 - \$52,000 /year for full time position.

### **Duties of this position include:**

- Coordinate the design and implementation of public health program and consulting activities.
- Write, edit, and format publications, presentations and progress reports related to assigned projects
- Review and summarizes public health literature to support project design and implementation
- Participate in developing and managing workplan tasks, timelines, budgets, milestones and deliverables with support and input from Project Director and other project partners
- Provide administrative support to projects, including scheduling, follow-up, reminders, regular communication using email and mail campaign platforms
- Prepare meeting agendas and materials, write meeting notes, document and track key decisions and drives the follow-up process
- Coordinate in-person and virtual events, including logistics, preparing meeting materials, onsite set-up, AV, registration, and day-of coordination
- Document and track project activities and accomplishments
- Other duties as assigned



## **Qualifications:**

Bachelor's degree required, Master's in public health or related field preferred.

- Excellent communication skills (written, verbal and listening)
- Ability to communicate effectively one to one as well as within a group, delivering engaging, informative, well-organized, and instructive information.
- Proficient in Microsoft Office products (Word, Outlook, Excel, PowerPoint)
- Experience with virtual meeting platforms
- Authoritative command of written English
- Strong writing and editorial skills and eye for grammar and graphic quality

In addition to the qualifications listed above, the ideal candidate will also possess the following professional qualities:

- Works well both independently and as part of a team
- Flexibility; nimble in response to an evolving workload
- Customer service focused
- Critical thinking
- Ability to learn new software and flexible with emerging technologies and tools
- Ownership of work; a self-starter who can prioritize tasks and manage time
- Openness to constructive feedback, input, redirection; positive, lifelong learning orientation
- Attention to detail, but always in the service of bigger picture objectives and outcomes

## **Benefits:**

Our employees have the opportunity to grow with us in a rapidly changing environment. We strive to instill qualities necessary for a successful career in public health through challenging projects that will provide you the opportunity to enhance your skills and career, while furthering the great work of our clients. In addition, we offer a competitive salary for that outstanding candidate depending on experience!

## **To Apply:**

Qualified candidates may send resumes and cover letter to [hr@afl-enterprises.com](mailto:hr@afl-enterprises.com). Only electronic submissions are accepted. Please submit a resume, cover letter and writing sample. No calls, please. Open until filled.

AFL Enterprises, LLC is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin.