



June 29, 2016

Job Opening: Program Coordinator

Employer: Chatham County Safety Net Planning Council, 400 Mall Boulevard, Suite G, Savannah, GA 31406

Job Description:

Chatham County Safety Net Planning Council (Safety Net) is looking for a program coordinator to support Safety Net and the Coastal Campaign, an initiative that works to enroll and maintain qualifying children ages 0-19 into Georgia public health insurance programs (GaPHIPs) Medicaid and PeachCare for Kids.

Compensation commensurate with a combination of education and experience.

Job Duties:

- Maintain central database using Salesforce CRM software platform.
- Maintain a strong working knowledge of eligibility and enrollment processes for the Medicaid and PeachCare for Kids programs and of other public insurance and support programs.
- Greet visitors, schedule appointments and manage program calendars and schedules, route and resolve information requests/referrals by phone and email.
- Create reports, presentations, write letters, compose memos, transcribe notes/meeting minutes, and research.
- Prepare and monitor invoices and expense reports working with QuickBooks and online bill payment service.
- Handle multiple projects simultaneously
- Coordinate space and office organization; purchase and manage supplies and equipment.
- Other duties as assigned by Executive Director.

Work hours: 40 hours/week, 8:00AM-5:00PM Monday - Friday

Employment is conditional upon successful completion of a background check, including supervised drug screen, and verification of education, certifications, and experience.

Qualifications and Additional Information:

- Two-year Associate's degree or higher (preferred).
- Prior experience in public outreach on health related topics a plus.
- Highly proficient in Microsoft Applications, Word, Excel, PowerPoint and Outlook.
- Prior experience in financial management system (preferred, but not required).
- Prior experience in Customer Relationship Management software (preferred, but not required).
- Bi-lingual Spanish/English language (preferred but not required).
- Professional demeanor, with a proven ability to work independently.



- Experience working with large and/or diverse client populations strongly preferred.
- Experience with and commitment to working with low-income families and individuals.
- Strong organizational and time management skills with exceptional attention to detail
- Familiar and comfortable working with community based leaders and organizations.
- Flexibility to work from different locations for occasional outreach event.
- Excellent interpersonal, verbal, and written communication skills

Benefits: Paid Vacation and Sick Leave, Health Benefits.

Please email resume and cover letter to Eva Elmer at evaelmer@chlink.org by 5:00PM, Monday, July 25, 2016.