



HENRY FORD HEALTH SYSTEM  
JOB DESCRIPTION  
ADDENDUM

REQUISITION TITLE: Sr. Project Coor - CHEW

DESCRIPTION: The Sr. Project Coor - CHEW will report to the director of the Institute on Multicultural Health (IOMH). IOMH is a department of the Office of Community Health, Equity & Wellness (CHEW).

Under guidance of the IOMH director, s/he will assist with the design, implementation and evaluation of healthcare equity training and education programs. The ideal candidate will have experience with curriculum development, including developing learning objectives, curriculum content and evaluation materials; conducting evaluation of training and education programs; recruiting program faculty and support staff; recruiting program participants; and facilitating training and education sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Recruiting faculty, staff, and participants
2. Assessing the effectiveness of training and education activities
3. Planning, leading, and facilitating training and education events
4. Offering recommendations for improvements to training programs
5. Facilitating the design, implementation and effectiveness of training programs
6. Providing support and direction to the training team
7. Ensuring quality, efficiency, and compliance of training programs across projects

EDUCATION/EXPERIENCE REQUIRED: Requires a Master's Degree in Public Health, Health Education, Health Administration, Public Administration or a closely-related field as well as three years of experience in a health care setting. Three to five (3-5) years of experience in community health, equity, diversity and inclusion, and/or wellness preferred. Project Management Professional certification preferred.

Interested applicants should apply online at:

<https://henryford.referrals.selectminds.com/>  
Enter job number 180328 under "Find Jobs By Keyword"