



## Grants and Programs Coordinator

The American College of Preventive Medicine (ACPM) is the leader for the specialty of preventive medicine and physicians dedicated to prevention. ACPM and its members improve the health of individuals and populations through evidence-based health promotion, disease prevention, and systems-based approaches to improving health and health care. The College is seeking a high-energy, focused, can-do individual for the position of Grants and Programs Coordinator.

### Is this role for you?

The Grants and Programs Coordinator is fully engaged in the ACPM grants portfolio by supporting the grants and education programmatic deliverables, including assisting in planning and monitoring project deliverables, engaging key stakeholders, communicating progress to internal and external stakeholders, and drafting reports.

### Do these things interest you? Your key responsibilities include:

- **Project Management and Deliverables** — Works with the team to ensuring timely execution of CDC's project deliverables by drafting notes, developing reports and preparing slides or other materials.
- **Operational Support** — Provides administrative and strategic support functions for ACPM's Vice President Programs and Education and Director of Programs and Grants. Support Project Director with day-to-day administrative management and coordination of public health program grants and the submission of proposals.
- **Committee Management** — Coordinate day-to-day management of committee work and anticipate needs, including updating committee roster(s), preparing committee meeting agenda(s), minutes and responding to member inquiries, as needed.
- **Meetings Support and Coordination** — Support program's team by scheduling internal and external meetings, in person and by conference call, including development of agendas and follow-up; propose timelines and processes for document review.
- **Financial Engagement** — Review vendor and faculty invoices against budget guidance; communicate with vendors and the ACPM finance team and maintain grant project budget tracking logs; initiating follow up as needed.
- **Customer Service** — Vet and respond to a high volume of inquiries via phone and email.
- **Communications** — Contribute news articles for monthly ACPM newsletter, as relevant, planning and drafting promotional materials related to grants and education deliverables.

### What are we looking for?

- Minimum of 2-4 years of applicable experience.
- Demonstrated ability to take initiative, use sound judgement for project ownership, independent planning and decision-making with limited project director oversight.
- Exposure to developing proposals and submitting grant requests through an on-line process a plus.
- Bachelor's degree or applicable experience required.
- Master's degree preferred (MPH).
- Excellent verbal, written, and interpersonal communication skills.
- Professional demeanor and can quickly integrate into a high-performing team.



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physicians dedicated to prevention

- Ability to establish and maintain positive, collaborative relationships with staff.
- Strong organizational skills and experience managing multiple tasks and projects.
- Excellent attention to detail.
- Competency in Microsoft Office Suite with an emphasis on Excel required.

### **Why work for ACPM?**

Be part of an essential and high profile medical specialty! Public health and health systems value the leadership role of preventive medicine to promote healthy lifestyles and population health. In addition, ACPM offers a comprehensive and competitive benefits package and a work environment and culture that values trust, accountability, impact, respect and joy.

### **To apply:**

If this position sounds like a great fit for you and you're excited to make an immediate impact at ACPM, please send a resume and cover letter to [careers@acpm.org](mailto:careers@acpm.org) and reference Grants and Programs Coordinator in the subject line.