



Associate Public Health Consultant (Full- or Part-Time)

Position Overview:

The Associate Public Health Consultant (APHC) provides planning, project management, and administrative support to BME Strategies, a Massachusetts-based public health consulting firm. The APHC assists the Executive Director of BME Strategies in serving client needs primarily focused on grants management, public health program implementation, emergency preparedness, and other consulting services for local public health. The consultant works directly with clients and also serves as a liaison between community agencies, institutions, providers and coalitions, as assigned by the Executive Director, to fulfill the goals of BME Strategies.

Duties and Responsibilities

- Provides grants management services to local health departments and coalitions, including developing work plans, submitting quarterly and annual reports, and managing budgets and purchases.
- Provides assistance to the Executive Director of BME Strategies in carrying out the core functions of the firm, i.e., the design and implementation of public health programs, conducting assessments and trainings, and the development of analytics and summary reports.
- Facilitates the collaborative work of local public health coalitions and manages logistics of meetings, conferences, and other events.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Assists in the preparation of grant proposals and applications and with the completion of grant deliverables.
- Assists with the development of policies, procedures, and protocols for public health services.
- Assists with assessing the needs for health promotion and disease and disability prevention programs for cities and towns and helps strategize appropriate interventions for meeting these needs.
- Develops and coordinates health education programs and materials.
- Identifies the need for health promotion and disease prevention programs and works to meet these needs.

Education and Experience

A successful candidate will have demonstrable experience working in applied public health (local, state, or federal level); excellent written and verbal communications skills; the ability to balance multiple tasks with excellent organization skills and attention to detail; and be a polite and personable individual able to interact positively with a variety of clients and stakeholders.

A Master's degree in public health or a related field is strongly preferred. A valid driver's license is required.

How to Apply

Interested applicants should send resumes complete with cover letters to beustis@bmestrategies.com.