



Program Coordinator Job Description

Job Summary

Work with the SCCHWA team to support the development and implementation of projects designed to improve the lives and health of South Carolinians in challenged communities and populations.

The Program Coordinator will assist with multiple projects and health initiatives across South Carolina. This role requires strong communication skills, organizational ability, and a willingness to support various aspects of program operations in a collaborative environment.

Responsibilities include:

- Assist with community outreach efforts
- Support stakeholders in meeting project objectives and deliverables
- Help coordinate projects to ensure timely completion
- Support communication between team members and stakeholders
- Assist in maintaining project schedules and documentation
- Provide support with grant-related activities as assigned
- Support event coordination and meeting logistics
- Other responsibilities, as may be assigned

Requirements:

- Community Health Worker certification (preferred but not required)
- Minimum (2–3) years of relevant experience
- Effective oral and written communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and priorities
- Team player with problem-solving ability
- Comfortable working independently and collaboratively

Job Type:

Full-time. Mostly remote. Some travel is required.

Bachelor's degree preferred (relevant experience may substitute)

Grant support experience is a plus

Benefits: Health Coverage Stipend

Application Deadline:

Friday, February 27

Please email your CV and a cover letter to admin@scchwa.org by Friday, February 27.