

JOB OPENING

Vida Y Salud-Health Systems, Inc., a Federally Qualified Health Center (FQHC), is currently seeking an individual to fill a full-time position for a Program Management Coordinator

Requirements: Carry out health program planning associated with development and implementation of programs and projects as assigned by the Chief Executive Officer (CEO). To assist the CEO to prepare provider contracts. Manage grant application status, development, including development of narratives, letters of support, and other supporting documentation, working closely with Top Management and program staff. Oversee timely grant applications and report submissions according to grantor requirements.

Education: Bachelor's degree in related field with at least 1 year of experience or High School Diploma and at least two (2) years of college with at least three (3) years experience in administrative management.

Experience related to health care is necessary, knowledge of community health centers in Texas essential. Candidate must be willing to travel.

Excellent, communication, writing and research skills essential

Strong organizational and time-management skills

Must be computer literate

Bilingual in English and Spanish preferred

Employer Offers:

- **Excellent competitive benefits**
- **Professional environment**

You may apply through the Middle Rio Grande Workforce Solutions (MRGDC), Crystal City, Texas or the clinic at 308 Cesar Chavez, Crystal City, Texas.

Applications will be taken until position is filled.

Vida y Salud- Health Systems, Inc. is an EEO Employer.