Emergency Preparedness Administrative Assistant  
Vacancy Announcement

Under the supervision of the Health Officer, the EPAA works closely with the Emergency Preparedness Coordinator (EPC) in keeping the management of Agency plans up-to-date that meet standards in emergency preparedness both within the organization and in coordination with the community. Helps to ensure local health department staff is appropriately trained and knowledgeable about biological, chemical, and radiological agents and/or other infectious diseases resulting in public health emergencies; thus, assuring rapid and effective public health response to such events. This is a temporary, part-time position. The successful applicant must provide their own reliable transportation, be able to work independently, utilizing good oral and written communication skills.

Employment Qualifications:
Minimum Education: High School Diploma required with some College preferred.

Certification: Possession of a valid Michigan Driver’s License

Salary and Fringe Benefits:
This is a temporary part-time position working 20 hours per week from March 1, 2020 through June 30, 2020. Hours are flexible based on the successful candidate’s availability during the work week of Monday through Friday 8:00 a.m. to 4:00 p.m. The successful candidate will be paid at a rate of $14.76 per hour with no fringe benefits.

Application Process:
Qualified applicants should submit their resumes with cover letter by February 19, 2020 to:
Rebecca A. Burns, M.P.H., R.S.
Health Officer
Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Rd.
Coldwater, MI 49036
burnsr@bhsj.org

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.