



Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇

www.madisoncountyhealth.org

Tammy Cody, MHS
Health Director

Melissa Robinson, MD
Medical Director

VACANCY ANNOUNCEMENT Health Consortium Coordinator/Health Educator

Salary: \$18-\$25 per hour

Hours: 20 Hours/Week, Weekly Schedule varies based on workflow

Job Location:

The Madison County Health Department is in Madison County, just 20 minutes north of Asheville. This region is renowned for its natural beauty, featuring the famed Appalachian Trail, Pisgah National Forest, the French Broad River, and the Natural Hot Springs Mineral Baths. Life is a little slower, a little sweeter here.

Position Overview:

The Madison County Health Department (MCHD) is seeking a Health Consortium Coordinator/Health Educator. Job duties include coordinating the activities of the Madison Community Health Consortium and to assist with the community health assessment, community health improvement plan, state of the county health report, community health events, and to further support the Health Department in Health Education and Health Promotion.

Knowledge, Skills, and Abilities:

- Broad knowledge of the Madison County community and available resources.
- Ability to communicate effectively orally and in writing with audiences having wide ranges of educational backgrounds.
- Ability to build broad-based relationships, sustainable partnerships and maintain a collaborative community coalition.
- Ability to organize, coordinate and evaluate health education programs at the local level.
- Proficient in computers and software such as word processing, spreadsheets, and publishing and presentation applications.
- Knowledge of public health and community health improvement is preferred.

Minimum Education and Experience Requirements:

Graduation from a four-year college or university with a bachelor's degree preferred, or equivalent of education and experience.

Special Qualifications:

N/A

Application Process:

Submit a [North Carolina State Application \(PD 107\)](#) with a cover letter to Madison County. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html> Applications will be accepted at the Madison County Health Department, 493 Medical Park Drive, Marshall, NC 28753 or by email to Deana Stephens at dstephens@madisoncountync.gov

Applications must include a detailed summary of job duties performed and work experience. Statements such as "See resume" are not acceptable. Copies of transcripts are required.

Madison County Government is an Equal Opportunity Employer.