



**About the Position:** The Mississippi State Department of Health is seeking to fill a Program Specialist III position in Hinds County.

**Job Responsibilities:** The Program Specialist III will be accountable for activities of a large and complex program focused around recruitment, onboarding and orientation of public health employees. This position will be responsible for the planning, evaluation and management of projects that will support recruitment and onboarding activities for the agency. Employees at this level typically have specialized technical skills and can exercise a high degree of decision making and independence. This position will assist in grant monitoring and reporting on a quarterly basis.

**To be Successful:** Candidate should demonstrate good communication skills, leadership skills, customer service, have strong attention to detail and be ready and willing to learn and grow with the agency.

**Salary Range:** \$43,509.31 - \$59,390.21 Directly related experience and advanced education will be considered for additional salary increases beyond the starting salary.

**Schedule:** 40 hours/week

**Location(s):** Hinds County

**Preferred Qualifications:** Typically requires a Bachelor's degree and 2-4 years of experience.

**Reference Job Action #:** 17607

**How to Apply:** Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé through [MSDH Online Application](#).

***MSDH is an Equal Opportunity Employer***