



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**Mississippi Center for Rural Health and Population Studies
Office of State Health Planning and Research
Project Manager I
Contract Position, Full-Time**

Salary Range: \$20.92/hr. - \$35.69/hr.

The Mississippi Center for Rural Health and Population Studies is seeking a dedicated and highly organized candidate for a Project Manager position. This Project Manager will play a key role in overseeing the planning, coordination, and implementation of various public health and research initiatives. This position requires strong leadership, communication, and analytical skills to ensure project goals are met on time and within scope. Responsibilities include, but are not limited to:

- Coordinate and monitor state health planning and research projects focused on population health metrics, health trends, and improving health outcomes.
- Develop project work plans, timelines, and measurable outcomes in alignment with legislative priorities.
- Serve as the principal liaison for advisory committees, task forces, and cross-agency working groups involved in public health planning.
- Assist in the collection, synthesis, and dissemination of data to inform state-level policy recommendations.
- Draft reports, executive summaries, and strategic deliverables that support ongoing research and planning initiatives.
- Organize and facilitate meetings with external stakeholders, research partners, and state agency representatives; prepare detailed minutes and track follow-up actions.
- Support the integration of project findings into ongoing state health planning frameworks.
- Coordinate internal and external communications to ensure clear and consistent messaging across research and planning activities.
- Maintain secure and organized records related to program activities, research data, stakeholder correspondence, and reporting materials.

Preferred Qualifications: The ideal candidate for this position should possess a bachelor's degree and 2-4 years of relevant experience.

How to Apply: Interested applicants should submit their resume via email to MSCenterRHPS@msdh.ms.gov. For more information, call the Office of State Health Planning and Research at (601) 576-7216.