



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Women's Health, Breast and Cervical Cancer Early Detection Program (BCCP) at the Mississippi State Department of Health is accepting applications for a full-time Contracts/Subgrants Coordinator. This is a **contract position** with the agency. The coordinator will be responsible for managing and monitoring all fee-for-service contracts and subgrants executed under the program. This position requires the ability to handle multiple projects and deadlines simultaneously. A few of the responsibilities of the position may include:

- Initiating and managing daily correspondence with contractors and subgrantees to assure quality service delivery and compliance with program expectations,
- Drafting initial and renewal fee-for-service contracts and subgrant agreements,
- Drafting contract and subgrant modifications,
- Overseeing the review and routing of all contracts and subgrant documents through the agency's internal document management system,
- Providing ongoing technical assistance, quality improvement monitoring, and feedback to subgrantees to assure scope of work deliverables are achieved,
- Preparing reports of contractor and subgrantee activities for programmatic, agency, state, and federal reporting,
- Maintaining and updating a master contract/subgrant list,
- Maintaining and updating a master mail and email distribution list of all contracted providers and subgrantees to include key executive, billing, and clinical contacts for each organization,
- Other duties as assigned.

An ideal candidate for this position is proficient in Microsoft Office, highly organized, meticulous with details, and has exceptional project and time management skills. Grant writing experience is preferred. The location for this position is daily onsite at Central Office in Jackson, MS.

Please email recruitment@msdh.ms.gov with BCCP Contract Coordinator in the subject line to apply.

MSDH is an Equal Opportunity Employer.