

Yarrow, LLC  
PO Box 352  
East Glacier Park, MT 59434



## Public Health Specialist Job Description

**Job Title:** Public Health Specialist

**Location:** Remote (Must reside in Montana)

**Pay Scale:** +/- \$22 / hr, hourly wage, depending on experience

**Status:** Full time

**Job Overview:** We are looking for a new team member who can add talented public health capacity to Yarrow's portfolio! The Public Health Specialist will be able to write technical reports, conduct basic data analysis, research a myriad of public health and healthcare related topics, and add any other relevant personal and professional skills such as GIS, data visualization, or joke telling. This position will assist Yarrow with the development and finalization of public health reports, grant writing, assessments, and strategic planning.

The Public Health Specialist position will require a person who feels comfortable performing many different job duties, continually learning, and being challenged. The ideal candidate will be self-motivated, eager to learn and teach, excellent at working in teams, and comfortable growing with our small business.

To begin, there will be approximately 30 hours of work each week. Primary working hours are Monday through Friday. The individual must be willing to work variable hours, including early mornings, nights, and weekends if necessary to meet deadlines.

### **Essential Functions (Major Duties or Responsibilities):**

#### **A. Technical Writing**

**(35%)**

- Synthesize multiple perspectives, stakeholder-generated ideas, and data into programmatic descriptions such as grant narratives or evaluation reports
- Organize and communicate researched topics and data in a variety of technical and creative formats
- Create written content that can be displayed across multiple platforms and for diverse audiences

#### **B. Facilitation & Training**

**(35%)**

- Design interactive and objective-driven agendas and training materials
  - Use a variety of software and interactive platforms to present and gather information and engage audiences
- Facilitate a variety of meeting types, including large, state-wide coalitions and small, community-based gatherings
  - Conduct both in-person and online facilitations
- Provide materials to attendees and conduct any follow-up as necessary

**C. Data Organization & Analysis (20%)**

- Identify, collect, and organize data for various assessments and reports, including:
  - Primary and secondary data collection & compilation
  - Quantitative & qualitative data analysis
  - Clear & concise data presentation, including report generation
  - Consider creative data display for communicating with a variety of audiences

**D. Other Duties (10%)**

- Scheduling and organization of meetings
- Documentation of meetings
- Other tasks as necessary

**Physical and Environmental Demands:** The duties of the public health specialist are performed primarily in the employee's home office. There may be minimal travel requirements.

**Knowledge, Skills and Abilities (Behaviors):**

Required for the first day of work:

- Must be able to work within Google Suite.
- Excellent written communication skills.
- Comfort with use of spreadsheets and basic data collection, organization, and analysis.
- Familiarity with public health concepts and foundational frameworks.
- Ability to combine pieces of information to form conclusions.
- Ability to understand, interpret, and communicate data from a variety of sources on a variety of public health related topics.
- Ability to identify problems, and utilize evidence-based practices to develop and implement solutions.
- Demonstrated ability to protect confidential health information.
- Ability to assertively solve problems and clearly state expectations.
- Ability to interact effectively with people of all social, cultural, and educational backgrounds.

**Minimum Qualifications (Education and Experience):**

- Bachelor's degree in Community Health, Public Health, Epidemiology, or a related degree. Master of Public Health degree preferred.
- One year of job-related experience in public health is preferred.
- Other combinations of directly related education and experience may be considered on a case-by-case basis.

Yarrow is dedicated to providing a supportive work environment and experiences that help you meet your personal and professional goals, as well as your interests. An ideal candidate is interested in growing with us as we grow Yarrow. If you have additional skills that you'd like to bring to Yarrow, let us know! We'd like to incorporate your talents into our work.

### **Application Information**

- To learn more about Yarrow, please visit our website [www.yarrowcommunity.org](http://www.yarrowcommunity.org)
- Applicants will only be considered if they reside in Montana.
- Interested applicants can send a resume, including three professional or educational references, to Anna Schmitt at [anna@yarrowcommunity.org](mailto:anna@yarrowcommunity.org)
- Individuals selected for the interview process will be asked to complete a short assignment.
- Applications will be reviewed on a rolling basis. Approximate start date of late Spring 2023.

**The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.**