



ORAL HEALTH KANSAS
ADVOCACY • PUBLIC AWARENESS • EDUCATION

Mission: To improve oral health in Kansas through advocacy, public awareness and education

Vision: Kansas is a national leader in oral health education, prevention and treatment

Position Description

Job Title: Project Coordinator	Last Revision Date: September 2024
Reports to: Executive Director	
Project Description: <p>In October 2024 Oral Health Kansas is launching a grant project called “Pathways to Oral Health” to enhance access to and utilization of dental care for KanCare members with disabilities as well as address barriers caregivers encounter in delivering and supporting oral health care at home.</p> <p>The project will include three major activity areas:</p> <ul style="list-style-type: none">• A campaign to help more dental offices accept Medicaid and treat people with disabilities. This will include a media campaign, technical support in learning about and enrolling to be a Medicaid provider, and educational programs including Project ECHO to increase providers’ confidence in treating people with disabilities.• A campaign to promote usage of the Dental Passport by dental offices and people with disabilities. This will include a media campaign, technical support for dental offices, and outreach to IDD service providers, family members/caregivers, and individuals with disabilities.• Training programs for providers and consumers. This will include creating new educational videos about using adaptive aids, bringing Project Accessible Oral Health to Kansas for provider training, expanding the Feeling Good About Your Smile educational program, and growing our outreach and training for other healthcare professionals about oral health and people with disabilities.	
Job Description: <p>The Project Coordinator is responsible for coordinating the stakeholder-driven “Pathways to Oral Health” project to enhance access to dental care for people with disabilities. The Project Coordinator will convene stakeholder meetings and serve as a liaison to partners and contractors in the project. The position will be responsible for managing data collection, evaluation, and reporting on the grant project.</p> <p>The Project Coordinator will be responsible for working with five partner organizations that will have sub-contracts, as well as contracts with an advertising company, external facilitator, and education program designer. This position will organize meetings, coordinate reports from all partners, and ensure all staff and partners are aware of project activities and deadlines. The</p>	

project funder requires monthly reporting, and the Project Coordinator will have primary responsibility for assembling all required information and preparing and submitting the reports.

Candidates will enjoy meeting new people and will have a desire to work within a collaborative organization to support education and policy change to enact systems change in the state. Creativity, teamwork, and an entrepreneurial spirit are keys to success in this position. Previous experience working for a nonprofit organization and with grant writing and reporting is preferred.

This is a full-time, one-year grant-funded position that includes health and dental insurance, a Simple IRA, and a generous leave policy. The position is remote but is based in Kansas and requires some travel throughout the state.

Job Requirements

Minimum education	<ul style="list-style-type: none"> • Bachelor’s degree in public health, social science, communications, or related field and/or demonstrated experience aligned with job requirements
Minimum Job Requirements	<ul style="list-style-type: none"> • Must be 21 years of age • Occasional travel throughout Kansas • Occasional national travel • Proficiency in a variety of computer applications, including Microsoft Office products, virtual meeting platforms, with the ability to learn new technologies quickly
Job Responsibilities	<ul style="list-style-type: none"> • Serve as the project coordinator for the organization’s grant work on people with disabilities and dental care • Organize and convene regular stakeholder meetings • Seve as the primary liaison between Oral Health Kansas, project partners and contractors • Manage data collection with input from the stakeholders and project advisors • Assist other project staff with evaluation activities for the education programs and activities • Oversee sub-contracts, ensuring deliverables are met • Coordinate contracts with advertising company, external facilitator, and education program designer • Manage the project work plan by tracking deadlines and ensuring all staff and partners understand the activities and schedules • Compile and submit monthly reports to the funder, gathering information from all partners and ensuring timely submission • Assist Executive Director and Operations and Communications Manager in managing the grant project budgets • Assist with other aspects of Oral Health Kansas’ operations as needed, including grant writing, event planning, and newsletter and website content

Core Competencies	<ul style="list-style-type: none"> • Excellent organizational and planning skills • Strong ability to write clearly and succinctly • Ability to connect and engage with a wide range of stakeholder and partners • Excellent communications skills to facilitate coordination between project staff, partners, and contractors • Competence in managing detailed workplan activities and deadlines • Ability to manage multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment • Commitment to producing consistently high quality, detailed work, even under deadline pressure • Ability to self-direct the work with minimal supervision • Excellent computer skills, including Microsoft Outlook, Word, Excel and PowerPoint proficiency, as well as social media • Creativity, flexibility, curiosity, and an open mind • Previous experience coordinating statewide initiatives is advantageous
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About Us:

Oral Health Kansas is the state’s leading consumer oral health advocacy and education organization. We are a nonprofit dedicated to promoting lifelong dental health by shaping policy and educating the public, ensuring that Kansans have optimal oral health. We achieve our mission through advocacy, public awareness and education. Our network of over 1,800 supporters includes dentists, dental hygienists, educators, safety net clinics, charitable foundations, and advocates for children, people with disabilities, and older adults. In Kansas, we see three primary barriers to accessing oral health care: access to a payment source, access to a provider, and access to the resources we all need to be healthy, such as fluoridated water and toothbrushes and toothpaste. To ensure comprehensive access to oral health care, we must address all three barriers through a variety of strategic approaches. Together with our diverse partners, we are working on solutions to overcome these challenges.

www.oralhealthkansas.org

Application procedure:

Please send a resume and cover letter, along with a writing sample from within the last 12 months, to Executive Director Tanya Dorf Brunner at info@oralhealthkansas.org. Include “Project Coordinator” in the subject line of the email.

Applications received by October 23, 2024, will receive priority consideration.