



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**MS Center for Rural Health and Population Studies  
Mississippi Office of Rural Health  
Program Specialist IV  
Contract Position, Full-Time**

**Salary Range: \$24.80/hr - \$42.40/hr**

The Mississippi Office of Rural Health is seeking a potential candidate for the position of Program Specialist IV. The Program Specialist IV will be responsible for the program management of state and/or federally funded grant programs(s) for the Office of Rural Health. This position requires handling multiple projects and deadlines simultaneously and responding to deadlines without sacrificing quality. An ideal candidate is proficient in Microsoft Office products, highly organized, meticulous with details, has the knowledge to undertake analysis and interpretations of financial information and data, and has excellent written/verbal communication, project management, time management skills, and the ability to work independently.

The job duties for this position include, but are not limited to:

- Maintaining and building relationships with staff, health care organizations, health care providers, and other strategic partners on a local, state, and national level.
- Drafting proposals, grant application narratives, and collaborating with internal/external stakeholders to administer programs.
- Monitoring and reporting on the grant activities to ensure compliance with all program requirements.
- Developing and maintaining master files and reports associated with the program requirements.
- Executing contract/agreement documents.
- Conducting surveys, evaluations, and database research.
- Providing technical assistance to all partners and program participants.
- Monitoring and maintaining funder and investor reporting schedules and requirements.
- Tracking progress toward organizational and programmatic outcomes.

**Preferred Qualifications:** The ideal education, experience, and qualifications for this position require a bachelor's degree and 2-4 years of relevant experience. Grant writing experience is preferred but not required for this position.

**How to Apply:** Interested applicants should submit their resume via email to [MSCenterRHPS@msdh.ms.gov](mailto:MSCenterRHPS@msdh.ms.gov). For more information, call (601) 576-7216.