



About the Position: The Mississippi State Department of Health is seeking to fill a Project Manager I position in Hinds County. This position is within the Office of Human Capital - Workforce Development program area.

Job Responsibilities: The Project Manager I will provide support to all areas related to grant project activities. This position will be the coordinator accountable for developing, administering, submitting and monitoring components of workforce activities. Will be responsible for assisting in planning, monitoring project activities and supervising project goals and objectives. Responsibilities include assisting in identifying appropriate resources needed, developing project plans, timelines and measuring project outcomes. This position will provide support for project financial management, grant reporting, monitor grant performance, compile performance reports for submission of deliverables and interpret basic grant regulations.

To be Successful: Candidate should have excellent multitasking, organizational skills and written and verbal communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Learn knowledge of MSDH programs and use that knowledge effectively to assist with employee lifecycle.

Salary Range: \$43,509.31 - \$47,860.24 Based on experience.

Schedule: 40 hours/week

Location(s): Hinds County

Preferred Qualifications: Typically requires a Bachelor's degree and 0-2 years of experience.

Reference Job Action# 17644

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé through [MSDH Online Application](#).

MSDH is an Equal Opportunity Employer