

CLINTON OFFICE

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Saint Johns, MI 48879-9036
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GRATIOT OFFICE

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Ithaca, MI 48847-1627
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MONTCALM OFFICE

615 N. State St.
Stanton, MI 48888-9702
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POSITION OPENING

Data Specialist
Full-Time Position

Job Posting Date: January 16, 2024

Application Deadline: February 6, 2024

Mid-Michigan District Health Department has an opening for a **full-time Data Specialist**. Base location (Clinton, Gratiot or Montcalm Counties) will be determined on selection of applicant but will be expected to work district wide. This position is part of the Administrative Services Division.

General Description of Responsibilities:

The responsibility of the Data Specialist is to collect and analyze public health information from a variety of sources which include both quantitative and qualitative methods. The Data Specialist assists internal Agency departments with data collection, interpretation and improving public health delivery and program evaluation. The Data Specialist assists external community partners with data collection and analysis, report writing and data presentations. The Data Specialist will disseminate the organization's data resources. The Data Specialist is responsible for ensuring data integrity and security. This position is integral to the community health needs assessment team and our grant writing proposal processes.

Qualifications:

- A bachelor's degree in Epidemiology/Data Analysis or a related field; or the equivalent in terms of work experience and/or education.
- Minimum of two years' experience in data analysis and database management.
- Possession of a valid Michigan vehicle operator's license and personal transportation, and ability to travel as required.

Starting Hourly Wage – \$25.76

Competitive benefit package includes 14 paid holidays, sick and vacation leave after 30 days, defined benefit retirement plan and health insurance plan that currently offers a zero-dollar employee contribution just to name a few.

Qualified applicants may submit a cover letter and resume along with a completed employment application that may be downloaded from our Agency website at www.mmdhd.org under – About MMDHD/Careers and send to: Mid-Michigan District Health Department, Attn: Human Resources, 615 N. State St., Suite 2, Stanton, MI 48888 or e-mail: hr@mmdhd.org by February 6, 2024. EOE.