

# Public Health Preparedness

## Project Director

### Maine Center for Public Health

The Bureau of Health (Bureau) in the Maine Department of Human Services has contracted with the Maine Center for Public Health (MCPH) to manage education and training activities in Maine related to preparedness and response, focusing upon bioterrorism and other public health threats. The individual sought for this position will, in general, work to enhance Maine's readiness for public health emergencies, and to that end will have responsibility for all tasks contained in the Bureau's contract with the MCPH. The MCPH Project Director for Public Health Preparedness will be responsible for: 1. Planning contracted activities; 2. Assuring optimal communication, coordination and collaboration with the Bureau of Health and other contracted agencies (as well as the annual negotiation of contract renewals with the Bureau); 3. Coordinating all tasks related to this contract completed by other staff within the Center, including meeting management, assessment and evaluation and communications/distance learning; 4. Assuring communication, coordination and collaboration with the Center for Public Health Preparedness based at the Harvard School of Public Health; 5. Nurturing the development of resources for training and education within Maine-based institutions; and, 6. Preparing all necessary reports for the Bureau of Health, and monitor expenditures with the project budget.

The individual selected for this position will have completed professional education in health or public health or a related discipline, and have completed at least five years professional experience in the health field. MCPH staff screening interested applicants will also look for individuals with some or all of the following: 1. Experience managing education and/or training programs, including CME/CEU application process; 2. Knowledge of health and/or public health systems in Maine; 3. Knowledge and/or experience in emergency preparedness and response; and, 4. Knowledge and/or experience with biological, chemical and/or radiological weapons.

To apply, please send a cover letter and current resume to:

Director of Administration  
Maine Center for Public Health  
12 Church Street  
Augusta, Maine 04330  
Email: [kdube@mcph.org](mailto:kdube@mcph.org)

No phone inquiries please. More information about the Maine Center for Public Health may be found on our website at [www.mcph.org](http://www.mcph.org). The Maine Center for Public Health is an equal opportunity employer.

