



Monmouth County Regional Health Commission # 1
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David A. Henry, MPH - Health Officer
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Full-Time Office Coordinator/Health Commission Secretary

Closing Date: September 10, 2021

The Monmouth County Regional Health Commission No. 1 has an opening for Full-Time Office Coordinator/Health Commission Secretary. Candidates for the position should possess a High School diploma or it's equivalent, however a Bachelor's degree is preferred. Candidates should have the ability to learn website software, the ability to utilize various types of electronic equipment and information systems, be able to provide excellent customer service, have good organizational skills, have good communication skills, some experience with event planning and the ability to multitask. Five years of work experience is preferred and work experience in public health is a plus. The ability to speak Spanish is also a plus. The duties of the office are generally under the direction of the Health Officer, act as a confidential staff member who assists the Health Officer and Health Commission through implementation of policy, plans and development. The successful candidate will supervise clerical and other administrative staff; will serve as the Health Commission Secretary, will draft, edit and write confidential and regular correspondences for the Health Officer and Health Commission. Salary: \$30,000- \$65,000. **Start date is October 4, 2021. The Commission reserves the right to review resumes and conduct interviews as they are received and perform background checks on all candidates.**

Qualified applicants are encouraged to apply by sending their resume to:

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