

JOB TITLE**Consultant - Public Health****LOCATION**

Remote

COMPANY DESCRIPTION

Kahuina Consulting, LLC specializes in elevating the impact of public health programs by strengthening strategic relationships and outcome-focused initiatives to improve health and health security nationwide with compassion and integrity. Our services evolve partnerships, advance strategic priorities, and achieve meaningful and measurable results. Founded in 2013, we are a rapidly growing small business headquartered in Boston, MA.

JOB DESCRIPTION

Consultants report to company leadership (e.g., a director or manager). They deliver exceptional services to our clients for the Kahuina mission and according to our core values. Assigned to contract-based projects, Consultants provide subject matter expertise and scientific and management services in the production of contract deliverables as part of a team. They also contribute to development of proposals, helping to gather information and research, draft content, and assist with tracking and coordination. As employees who interact with and serve clients on a daily basis, they embody and epitomize the Kahuina service-oriented quality, dedication and value.

RESPONSIBILITIES

- Provide and deliver services to clients consistent with company standards for quality and responsiveness, exceeding client expectations.
- Work collaboratively within project teams to elevate team performance and the quality of project deliverables, with guidance of a team lead.
- Facilitate trust, collaboration, and respect among clients and project stakeholders and within Kahuina team through communications and actions while executing work.
- Identify opportunities (e.g., strategies, processes, protocols and methods) to enhance team and business efficiencies.
- Communicate clearly and concisely with project clients, stakeholders, and Kahuina team.
- Proactively apply lessons learned for continuous growth and professional development.
- Strive to anticipate and identify client needs, sharing insights with team lead and leadership.
- Assist with proposal development and responses to other funding opportunities as assigned.

DUTIES

- Work on projects to deliver services in compliance with contract terms, as assigned.
- Own assigned tasks from start to finish, with guidance from a team lead, ensuring completion of tasks within established timeline.
- Apply experience and training in scientific and management methods to achieve assigned tasks
- Rapidly identify and escalate project or contract risks to team lead.
- Log, monitor and report on utilization to meet monthly or quarterly targets.
- Communicate and confer with company colleagues to accomplish work.
- Support the leadership in business growth and company culture.
- Continuously set goals and seek opportunities for professional development and growth.
- Other duties as assigned.

QUALIFICATIONS

Education

- A master's degree and 6+ years of public health experience or equivalent demonstration of mastery in the business's core service area.

Other

- Ability to travel for work, subject to approval and availability.
- Continuous access to reliable high-speed internet service from residence or location(s) where work will be conducted.
- Preference for previous experience working for a governmental public health agency on public health surveillance systems or in informatics and/or training.