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State of North Carolina Jobs — Public Health Program Associate — Greenville, NC, USA

Description

A Public Health Program Associate combines routine coordination with hands-on public health programs responsibilities, a useful career area linked to State of North Carolina in Greenville, NC, USA. The work brings together tracking community health outreach activities and maintaining program attendance and reporting files, so consistent updates matter. Skills in health administration and data entry, alongside good communication, make this type of work easier to manage.

Responsibilities

- Track community health outreach activities.
- Maintain program attendance and reporting files.
- Handle confidential information appropriately and track requests to completion.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with health administration and data entry.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in health administration, academic projects, or related service work provides useful preparation for public health program associate responsibilities.

Skills

health administration, data entry, outreach coordination, communication, organization, accuracy

Career Information

Explore the State of North Carolina official website for organization and career information.

Hiring organization
State of North Carolina

Employment Type

Industry
Public Health Programs

Job Location
Greenville, NC, United States

Date posted
November 16, 2026

Valid through
2026-11-28