



## Delta Regional Authority – Health Programs Analyst

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The Delta Regional Authority (“DRA” or “the Agency”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA operates as a federal-state partnership and works with its local development districts by utilizing market-proven processes to improve economic outcomes and enhance the quality of life for the people in its region. DRA makes strategic investments of federal appropriations into projects supporting basic public infrastructure, transportation improvements, business development with an emphasis on entrepreneurship, and workforce development.

Together, the Federal Co-Chairman – who is appointed by the President and confirmed by the U.S. Senate – the Alternate Federal Co-Chairman, and DRA’s Board of Governors, seek to foster local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and quality of life for Delta residents.

**JOB TITLE:** Health Programs Analyst

**SUPERVISORY CONTROL:** This position reports directly to the Health Program Manager, along with Chief of Staff. The individual will be relied upon to handle long-range assignments, as well as day-to-day operations.

**POSITION LOCATION:** Clarksdale, MS; Little Rock, AR; or pre-determined DRA state

**POSITION SUMMARY:** The Health Programs Analyst, in coordination with the Health Programs Manager, will assist with the implementation of various DRA health-related programs and special initiatives, including: Delta Doctors; Innovative Readiness Training; and Delta Region Community Health Systems Development Program.

### **DUTIES AND RESPONSIBILITIES**

The Health Programs Analyst is expected to possess the following skills, experience, and knowledge necessary to execute and deliver the following outcomes on time as specified by the Delta Regional Authority:

- Assist in the review process of J-1 visa waiver recommendation applications.
- Maintain document management systems for all incoming J-1 visa waiver recommendation applications as well as the corresponding compliance documents.

- Support military medical missions through assistance with mission planning, coordinating, and execution.
- Assist the Health Programs Manager, as needed, during events, meetings, conferences, etc., including but not limited to, setup, attendance, participation. Facilitate follow-up correspondence as necessary from all public events;
- Monitor program delivery and economic impact of DRA health programs and special initiatives;
- Provide updated information and reporting on DRA health programs, initiatives, and projects for the DRA communications and public engagement team to use in external publications and DRA website.

**QUALIFICATIONS:**

**EDUCATION:** A minimum of a Bachelor’s Degree from a four-year accredited college or University in public administration, business management, planning or related field.

**EXPERIENCE:** One to two years of experience in program development and/or rural community development required. Experience working, living, or studying in the DRA region.

**OTHER REQUIREMENTS:**

- Strong creative, strategic, analytical, organizational, and interpersonal skills.
- Knowledgeable and experienced with Microsoft Office products, including: Word, Excel, Outlook, PowerPoint, OneDrive.
- Excellent research and writing capabilities;
- Exceptional facilitation and communications skills;
- Strong public speaker and ability to represent the organization externally;
- Strong work ethic and willingness to serve a range of duties;
- Keen attention to detail, ability to multi-task, perform analysis and meet deadlines;
- Comfortable working in a fast-paced, deadline-oriented, dynamic environment with multiple ongoing responsibilities and very high expectations for quality of work; and
- Willingness to travel with notice.
- Any other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel within the eight states of the DRA footprint will be expected – potentially on a monthly basis.

**COMPENSATION:** The annual salary range is \$45,000 to \$55,000 and based upon education, experience, and the local job market.

**HOW TO APPLY:** Submit a cover letter and resume with no more than three references to [jobs@dra.gov](mailto:jobs@dra.gov) with the subject line: Health Programs Analyst.