

School-based Oral Health Program Coordinator **Virginia Health Catalyst**

Job Title: School-based Oral Health Program Coordinator

Date: December 16, 2025

Summary: Virginia Health Catalyst (www.vahealthcatalyst.org) strives to ensure all Virginians have equitable access to comprehensive health care that includes oral health. The School-based Oral Health (SBOH) Program Coordinator will support Catalyst's grant-funded program to expand oral health services delivered in school settings across Virginia. This is a part-time (up to 8 hours per week), grant-funded, contract position from the hire date (anticipated in January 2026) through August 31, 2026. Specific responsibilities and job requirements are listed below.

Position Type: Part-time (6-8 hours per week); contract position (hire date through August 31, 2026)

Work hours are flexible week to week, depending on meeting schedules, and should occur between 9am and 5pm Monday to Friday. This work can be done remotely or in-person, with one weekly in-person meeting at the Catalyst office in Glen Allen, VA. A laptop computer will be provided.

Reports To: Program Director

The SBOH Program Coordinator will report to the Program Director and work closely with partners at the Virginia Department of Health to support statewide SBOH data collection, technical assistance, and resource development. The Program Coordinator will work with many safety-net health clinics across Virginia that deliver school-based oral health services, helping maintain an accurate, up-to-date picture of SBOH activity across the Commonwealth.

Responsibilities:

- Support clinics across the state in collecting and submitting data related to their school-based oral health services, including tracking outreach, service delivery, workflows, and staffing.
- Enter, clean, organize, and maintain data in Catalyst's statewide SBOH database to ensure accuracy, completeness, and usability for reporting and evaluation.
- Assist the Program Director in providing technical assistance to clinics, including documenting questions, capturing call notes, and summarizing follow-up needs.
- Research, analyze, and collate relevant educational tools, best practices, and resources about school-based oral health services, policy, and social determinants of health for program participants.
- Edit and organize print and online school-based oral health communications and resources, including proofreading, formatting citations, and adding hyperlinks.
- Participate in relevant internal and partner-led convenings and calls to capture broader regional and statewide information about school-based health initiatives and share project updates with others.

Successful candidates will demonstrate:

- Dedication to equity and a commitment to continue learning about issues related to race, equity, and inclusion.
- Commitment to Catalyst's core values: transparency, partnership, excellence, equity, and respect.
- Strong attention to detail.
- Strong organization and communication skills.
- Ability to work independently, as well as part of a team.
- Flexibility, a sense of humor, and a desire to work in a collaborative, drama-free environment.

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Requirements:

- Expertise in Microsoft Excel, Word, and Outlook Calendar required; experience with Teams and Squarespace preferred but not required.
- Experience with basic data entry/collection, data management, and project coordination strongly preferred; experience with public health concepts helpful but not required.
- Must be available for periodic calls and check-ins with clinics during the work week, scheduled with advance notice.
- Some in-state travel during the work week may be required; dates are flexible.

Salary Range: \$35 per hour

Benefits: This is a part-time contract position; no benefits are offered.

To apply: Please submit a resume and cover letter to Faith Wotorson at fwotorson@vahealthcatalyst.org. Please include "Program Coordinator SBOH" in the subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis, with interviews for qualified candidates beginning in mid-January 2026 and continuing until the position is filled.

Catalyst is an Equal Opportunity Employer committed to recruiting, employing, and promoting the best-qualified individuals. Catalyst aims to create an inclusive, safe working environment and welcomes applications from all qualified individuals. Catalyst does not discriminate based on race, ethnicity, religion, gender or gender identity, sexual orientation, age, national origin, marital status, disability, veteran's status, political affiliation, socio-economic status, or other applicable legally protected characteristics.