

2025-26 Texas Public Health Fellowship



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Fellowship Name: Grant and Contract Management Fellowship

Fellowship Details

Host Site Organization Name: Texas Department of State Health Services

Host Site Division/Program: Center for Public Health Policy and Practice (CPHPP)

Host Site/Fellowship Location: 1100 West 49th Street, Austin, Texas 78756

Host Site Workplace Setting: Combination of onsite and virtual

Workplace Setting Description: Hybrid. The Fellow will be in office at least three days a week. A telework schedule will be determined once the Fellow is onboarded.

Public Health Core Disciplines: Health Policy and Management

Primary Fellowship Focus/Topics: Health Disparities Program Management

Fellowship Overview

Host Site Mission

CPHPP works to improve the health of Texans through linking policy, research, partnerships, and workforce development to public health practice. Public Health Research Advancement and Partnership Advancement sections strive to improve public health system efficiency by identifying opportunities for synergy with partners and demonstrating the impact of programs and policies.

Fellowship Projects

The Fellow will support CPHPP grant funded activities, including assisting in the review of community-led pilot project proposals to improve the health of vulnerable populations in rural communities. The Fellow will be the primary point of contact for assigned grant funded contracts and act as CPHPP's liaison to the DSHS Contracts Management Section. Responsibilities include coordinating contract monitoring events, guiding contractors through work plan and budget development, and tracking deliverable submissions, invoices, and total expenditures for assigned contracts. The Fellow will lead projects for continuous process improvement of internal grants management workflows and develop processes for records retention to meet agency and grant reporting requirements.

Fellowship Deliverables

Project deliverables will be based on the individual projects but may include 1) progress reports on contract status and deliverables; 2) project plans with milestones and timelines; 3) summary reports or briefing documents; 4) presentations for leadership. Fellow expectations and deliverables for each project will be outlined at the start of the project.

Fellowship Activities/Responsibilities

Contract Management: Serve as the primary point of contact for CPHPP for several federal grants. Tasks include coordinating contract monitoring events, guiding contractors through work plan and budget development, and tracking deliverable submissions, invoices, and total expenditures for assigned contracts. The Fellow will gain experience using specialized software, such as Smartsheet, for program management and workflow processing and tracking. Fellowship professional development funding may be used to become a Certified Texas Contract Manager.

Communications: Meet regularly with contractors from local health departments, universities, and other state agencies to ensure contract deliverables are met. The Fellow will also be part of a collaborative team to provide technical support and consultative services to contractors on initiatives to improve the health of vulnerable populations in Texas. The Fellow will participate in the preparation of technical reports, briefs, and presentations on grant and project progress.

Project Management: Identify additional projects, with guidance from their supervisor and subject matter experts as needed, utilizing skills learned throughout the fellowship and prior experience and coursework. The Fellow will build skills in project management by developing a project proposal, milestones, timelines, and tracking progress for projects identified.

Other Duties as Assigned: Support CPHPP staff in other projects and work as assigned. The Fellow may represent CPHPP on agency work groups, committees, and projects to meet center needs.

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Salary and Benefits

Annual Salary: \$56,000 - \$64,000

This fellowship is a contractor position and may be eligible for benefits through the contracting agency.

Travel

Percent Travel: 10%

Travel Description:

The Fellow will have the opportunity to travel but it is not required. Travel could include visiting rural communities and attending in-state meetings and conferences.

Required Applicant Qualifications

(The following qualifications are REQUIRED. Do NOT apply to this position unless you currently meet or plan to meet these requirements by the start of the Fellowship, June 1, 2025.)

Required certification/license:

No requirement

Ability to Speak in Spanish:

No Requirement

Ability to Write in Spanish:

No Requirement

Preferred Educational Qualifications

(The following preferences are guidelines provided by the Host Site. These are NOT requirements. Host Sites prefer that applicants have completed or are currently working toward these.)

Preferred Level of Education: Bachelor's Degree

Preferred Specialized and Technical Skills

(The following skills will be a focus during this Fellowship position. If you have or are interested in developing data analysis skills or building technical skills in the software listed below, this could be a good Fellowship position for you.)

Data Analysis Skills:

Basic Skills: has some awareness or knowledge of Data Analysis

Statistical Software Skills:

Limited proficiency: has knowledge and interest in learning more, but little experience using the software

Statistical Software:

N/A

Other Software:

Smartsheet