

## POSITION DESCRIPTION

**Job Title:** AHEC Program Coordinator

**Reports to:** North Central (NC) & South Central (SC) AHEC Directors

**Job Purpose:** AHEC (Area Health Education Center) is seeking a full-time Program Coordinator. This position will be responsible for the coordination and project management of pipeline programs and other AHEC activities for the North Central and South Central AHEC Centers.

The Montana Area Health Education Centers (AHEC) focuses on the development of a homegrown healthcare workforce committed to serving rural and underserved communities in Montana. We do this by building partnerships to improve the recruitment, education and retention of healthcare professionals.

Listed below is an outline of duties and responsibilities that are required of the Programs. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties that will be required to be performed.

### **Major Duties and Responsibilities:**

This position requires a high degree of initiative, along with strong and creative problem-solving skills, attention to detail, and ability to work as part of a team.

- Collaborate with the NC/SC Directors in developing programs to further the mission of the North Central and South Central Montana AHEC Centers.
- Develop, organize and implement AHEC Pipeline (secondary 9-12) programs throughout the North Central and South Central regions (MedStart Summer Camp, REACH, Heads-Up, #Letstalk App, Med-Ahead, etc).
- Provide project management for the annual North Central and South Central MedStart camps, including application dissemination, compiling student paperwork, scheduling job shadows and workshops, coordinating meals/housing/transportation, ordering and organizing camp supplies, and maintaining student/guardian communication.
- Hire and Supervise MedStart Camp Resident Assistants (college level).
- Serve as Camp Director for on-site coordination and supervision of students at MedStart Camps.
- Coordinate with regional facilities and schools to organize REACH Camps, Heads Up Camps, and other programming throughout the school year. Prepare student applications, coordinate presenter/speaker schedules, prepare press releases, and organize student materials.

- Provide project leadership for the #Letstalk App within communities across the state. Includes marketing the program, providing implementation assistance, coordinating with partners, and overall project support.
  - Disseminate postsecondary healthcare program information, financial aid information, and scholarship opportunities to secondary students.
  - Develop relationships with stakeholders to increase knowledge of each other's mutual resources to meet student needs.
  - Plan and organize meetings and events as needed for the program and the center.
  - Coordinate and attend AHEC Advisory Board Meetings for both regions.
  - Coordinate tMHFA implementation sites and trainers.
  - Compile and organize reporting data for pipeline programming for submission at fiscal year-end.
  - Contribute to and maintain social media platforms for NC/SC AHEC.
  - Develop and manage assigned project budgets.
  - Travel: 30% travel time, including some overnight travel will be required.
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#### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree or AA/AS with equivalent experience
- Experience working with individuals of diverse backgrounds
- Demonstrated ability to solve problems, deal with issues and concerns in a positive and constructive manner.
- Demonstrated skill in written and oral communications
- Proficient computer skills, including Microsoft Office and familiarity with data and internet research
- Knowledge of healthcare workforce issues, workforce development and healthcare training programs.
- Experience in healthcare and/or education preferred
- Must have a valid Montana driver's license

#### **Status**

Non-Exempt, full-time (40 hours/week). Continued employment is dependent upon availability of grant/contract funding.