

## Part-Time Program Coordinator

### **Degree and area of specialization:**

Bachelor's degree required. Coursework in public health, population health, community health or health education is desired, or work experience in health outreach or community service programs.

### **Minimum number of years and type of relevant work experience:**

At least 6 months experience in community/population health-oriented program development & implementation. Ability to work with diverse populations. Excellent oral and written communication skills. Ability to work independently and in a group setting. Proficiency in MS Office, Google Drive, Zoom, Webex or other similar virtual platforms. Superior organization skills and dedication to completing projects in a timely manner.

### **Position Summary:**

SC AHEC is dedicated to improving access to quality health care through development of community-based health professions training programs and enhancement of community health education resources throughout the 13 county region. It is distinguished by its strong organization throughout the region and the tradition of collaboration among its regional Centers. SC AHEC is one of seven independent regional centers, all 501c3 organizations with their own governing boards, and a statewide office and board comprised of representatives of the Center governing boards, the partnering health professions programs and at-large representatives. The SC AHEC program has always had a mission of serving all health professions programs in the region, and has, from its inception, had a focus on developing interprofessional experiences for students. SC AHEC serves a region that includes both rural and urban underserved areas, but is also home to major medical facilities including the UW Hospital and Clinics in Madison, and the Mercy Medical System in Janesville. The region is also served by three federally-qualified community health centers, each with several care delivery sites. Throughout the region, health care providers serve an increasingly culturally-diverse population including African-American, Hispanic, Hmong, American Indian, and Amish. South Central AHEC has partnership with the health careers programs at the region's hospitals and clinics, academic institutions and community organizations. Through these partnerships, South Central AHEC supports collaborative projects that provide clinical placements and opportunities for health professions students at all levels.

The position will:

- Coordinate existing outreach education programs, including but not limited to the AHEC Scholars Program, Wisconsin Express Program, the Interprofessional (IP) Case Competition, and Health Careers Program.
- Work with Director to advance the development and growth of SC AHEC programs
- Cultivate organization's strategic alliances and partnerships and represent the organization to the public, key stakeholders and academic partners
- Under the guidance of the Director coordinate innovative, collaborative, multi-disciplinary responses to community health issues
- Work with undergraduate students and community partners to foster a strong relationship throughout the duration of the program activities, includes problem solving and communication
- Coordinate orientation of programs including securing guest speakers, food, and event organizing
- Monitor and update online course management system (Canvas) and providing student feedback
- Track spending and stipends
- Review and score student's applications based on specific criteria
- Use Qualtrics, Google forms and Excel to create tools to streamline HRSA reporting
- Evaluate education programs and using outcomes data to improve future programming
- Present information at student orientation and occasional program meetings
- Assist with tracking grant deliverables and project evaluation
- Coordinate development and execution of statewide evaluation plan

Submit resume to: [rlindsey@scwahec.org](mailto:rlindsey@scwahec.org)

Part-time position. Up to 6% match to 401 k and a \$25k life insurance benefit offered