

Employment Opportunity

Program Coordinator

Northern Nebraska Area Health Education Center (NNAHEC)

NNAHEC is looking to fill a full-time grant funded position to coordinate daily activities for local, regional and national projects. (The position could potentially be filled by two part-time positions if necessary) This position will:

- Coordinate, schedule and support students in the AHEC job shadowing program, career symposiums, health career clubs and other career activities.
- Assist in supporting health profession students training in northern Nebraska
- Assist with continuing education programming for health professionals.
- Assist with AHEC social media platforms, communicate with students via a variety of communication methods, prepare and develop communication tools as needed.
- Maintain statistics, and provide reports as requested by the Center Directors in order to fulfill the AHEC requirements.
- Provide project management support for national immunization project.
- Develop communication materials for projects including but not limited to newsletters, webpage information, reports, flyers, handouts, etc.
- Develop and conduct webinars utilizing webinar based software
- Work in a virtual environment with other team members.
- Perform other duties as assigned by the Center Director

We seek a candidate who is self-motivated, able to plan, develop and implement multiple projects independently or in cooperation with a team of professionals. Candidate must have above average computer skills and be proficiency in all Microsoft Office software. Strong writing and communications skills are required. Familiarity or experience utilizing webinar technologies, social media and other technology platforms. Ability to work in a virtual environment utilizing various communication methods. Must be able to handle multiple projects daily and adjust to last minute changes. Strong customer oriented focus is necessary with attention to detail. Experience with development of educational materials, handouts and brochures helpful.

The candidate needs to have a minimum of a bachelor's degree in a health profession area, education, communication, or other related fields and at least two years' work experience or equivalent. Previous health care experience is a plus. Periodic travel is required throughout a 26 county area, with occasional travel out of state. Must be able to utilize own transportation during work time.

Application deadline is October 5th.

If interested forward salary expectations with a cover letter and resume to:

NN-AHEC

Gretchen Forsell, Executive Director

110 N. 16th Ste., Ste 2

Norfolk, NE 68701

Or email: gforsell@nnahec.org