

POSITION ANNOUNCEMENT

Location: Alachua, Florida

Position: Health Educator & Special Projects Coordinator

Organization Description: Suwannee River Area Health Education Center (AHEC) is a diverse, resourceful public health nonprofit. Our professional staff members seek to assist individuals who have basic health needs through community education, as well as train health professionals and health professions students to better serve their patients. Our mission is to promote and provide access to quality health connections for our community.

Job Description: This full-time benefited position (40 hrs/week) will support coordinating Suwannee River AHEC's Special Projects within their Healthy Communities Department. The Healthy Communities Department runs various grants and projects focused on community health education and coordinates SRAHEC's statewide Federal Grant.

Duties and Responsibilities:

- Assist Executive Director with managing Special Projects and seeking new grant opportunities
 - Ensure grant deliverables are completed in a timely manner
 - Coordinate reporting and invoicing for deliverables accurately and in a timely manner
- Coordinate the Federal AHEC Grant
 - Identify opportunities for community-based service-learning and other experiential learning activities for the AHEC Scholars
 - Assist scholar students with projects associated with the Social Determinants of Health, Behavioral Health Integration, Practice Transformation, Interdisciplinary Education, Emerging Health Issues and Cultural Competency learning modules
 - Devise marketing strategies for recruiting health professions students for the AHEC Scholars Program (ASP)
 - Assist and manage in the process of reviewing student applicants
 - Conduct presentations about ASP for interested students and faculty
 - Liaison with clinical and community-based sites for placement of AHEC Scholars for experiential learning activities
 - Assist the statewide network with Google Classroom IT and loading course material to the "Main Classroom"
 - Manage the AHEC Center's Google Classroom, enroll students, and upload local activities
 - Track the completion of student assignments in the Google Classroom
 - Grade student assignments, quizzes, projects, and other student assessments in the Google Classroom
 - Reply to ASP program participant inquiries
 - Participate in the Florida AHEC Consortium's conference calls, meetings, and trainings
 - Support ASP evaluation efforts including the one-year post graduation follow-up
- Participate in local, regional, statewide, and national forums supporting the AHEC mission
- Fulfill administrative responsibilities such as timesheets, travel reports, quarterly reports, staff meetings, as well as prepare and/or procure (along with other staff members) marketing literature and/or materials

Qualifications

- Preferred minimum of Bachelor's degree in health education, public health, and/or social service from an accredited university
- At least two years of experience managing staff/interns/volunteers/students
- Excellent organizational skills
- Strong verbal and written communication
- Must be self-motivated, self-sufficient, able to manage multiple projects, flexible, and able to work well under pressure
- Must be able to work independently and as part of a team
- Must be tobacco-free for 6 months prior to employment date and remain tobacco-free for duration of employment
- Must be skilled in using Microsoft Office Suite, Adobe Acrobat, computers, LCD projector, related electronic equipment for presentations, and be able to lift and carry such equipment
- Must have reliable transportation and valid driver's license for attending events, meetings, and presentations in 12-county service area (Company car may be available for travel from office)

Compensation:

Suwannee River AHEC seeks to hire the best and brightest. We offer competitive wages, which are commensurate with experience.

Equal Opportunity:

Suwannee River AHEC is an equal opportunity employer. Background and reference checks conducted on all prospective new hires.

Location:

This is an office-based position. Office is located in Alachua, Florida.

Application Process:

Please submit your resume and cover letter to job@srahec.org by Friday, October 29, 2021.