

Northern Vermont Area Health Education Center (AHEC)

Close Date: 04/30/21

Full time position- \$36,000-\$39,000 plus benefits

Category: Program Coordinator

Job Title: Health Careers Coordinator

Purpose: Support youth to succeed in health care, health science, and health research!

Share your knowledge about community health, health science, and personal well-being with youth as they explore and prepare for college and careers! We are looking for a detail-oriented, motivated individual with a background in health care or health sciences to help plan, coordinate, and deliver science enrichment and career exploration programs to youth afterschool and out-of-school in northern Vermont. The focus of this position is on providing high quality education enrichment to youth in medically underserved communities and from backgrounds underrepresented in medicine. With an emphasis on strengthening and diversifying the health care workforce in northern Vermont, our programming engages skilled professionals and expert faculty online and in-person to introduce youth to current issues and practices in health care and public health, and highlight Vermont's fastest growing health careers.

The Northern Vermont Area Health Education Center (AHEC) is a small nonprofit within a statewide network whose mission is to ensure a supply of well-trained health care professionals to meet the needs of all Vermonters. One way we do this is by supporting the health career aspirations of Vermont youth in grades 5 through 12. We offer a full range of benefits, the support of a creative, talented, and energetic team, and flexible working arrangements (at-home and in-office).

The Health Careers Coordinator works closely with the Youth Program Facilitator to plan, design, coordinate and deliver health career exploration and preparation programs for middle and high school students. Activities and events are both online and in-person, using a number of innovative platforms and tools for engaging hybrid learning in an inclusive and youth-centered environment. Other essential functions include:

- Planning and coordinating activities and events, as part of the health careers program team, including: designing programs and activities; recruiting and managing presenters, instructors, and volunteer staff; drafting paperwork, communications, and promotional materials; recruiting and communicating with youth participants and their families; and arranging for equipment, supplies, refreshments.
- Tracking program information related to participation, hours, and learning objectives for reporting to funders.
- Keeping up-to-date on health career related information and resources (with a Vermont focus) to share with youth via multiple online media, virtual platforms, and in-person presentations.
- Building professional networks and partnerships that create linkages to strengthen health careers programming at the community level.
- Participating in regional and statewide health career promotion activities, including health career fairs, social media campaigns, and workshops.
- Acting as key staff on planning, promoting, and coordinating summer health career exploration programs.

- Working in collaboration with staff throughout the Vermont AHEC network on shared objectives.

Minimum Qualifications

- Bachelor's degree in a health-related field of study
- Experience managing complex projects on a deadline
- Demonstrated verbal and written communication skills
- Above average skill in Microsoft Office Suite, particularly MS Excel
- Have and maintain at all times a valid Vermont driver's license and a good driving record, and be able to utilize own transportation during work time.

For more information, please visit our website: www.nvtahec.org.

To apply, please submit before April 30, 2021, a cover letter and resume to: Jenny Mayor, jmayor@nvtahec.org