



**Position Announcement**

**Program Coordinator, Chicago Area Health Education Center (full-time, salaried, exempt)**

**Supervised by: Director, Chicago Area Health Education Center and Workforce Programs**

**Starting salary range: \$48,000-51,000 annually**

**The Position**

Health & Medicine Policy Research Group (Health & Medicine) is looking for an organized, detail-oriented teammate to be our next **Program Coordinator for the Chicago Area Health Education Center (Coordinator)**. The Chicago Area Health Education Center (Chicago AHEC), led by Health & Medicine, is part of the Area Health Education Center (AHEC) Program created by Congress in 1971 to recruit, train and retain a health professions workforce committed to underserved and underrepresented communities. Chicago AHEC at Health & Medicine applies a health equity and social justice framework to its programming, recognizing that recruiting, training, and maintaining a diverse, equitable health workforce with sustainable health career trajectories is an important part of this work.

Working closely with the Director of Chicago AHEC and Workforce Programs (Director), the Coordinator will provide the organization with support necessary to ensure that the deliverables of the Chicago AHEC annual workplans are accomplished on time, on budget, and at the highest level of quality in a community-responsive way. A significant portion of the work will focus on youth-focused programming and training for students enrolled in the Chicago Public Schools. The Coordinator will also provide general administrative support to the Director in the implementation of related workforce programs for adults, including support with outreach and recruitment, scheduling, materials development, website content maintenance, and delivery of trainings. In addition to program support, the Coordinator is expected to participate in some research activities and contribute to the identification of health workforce barriers and policy, working at the intersection of Health & Medicine AHEC and Equity initiatives.

**Who We Are: Our Mission and Our Team**

Health & Medicine is an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity. Health & Medicine has a four-decade history of promoting health justice in Chicago and Illinois through research, education, policy development, and collaboration.

**Work Environment**

Health & Medicine's offices are located in downtown Chicago and operates using a hybrid model. Currently, most of our 18-person staff work remotely, and we conduct meetings via Zoom and Microsoft Teams. Some individuals choose to work in the office 1-2 days per week. This is subject to change, and staff may be required to work in the office up to two days per week. Ongoing COVID safety protocols are in place.

Health & Medicine's standard work week is 38 hours per week. Our work hours are generally 9am-5pm, and 9am-3pm on Fridays; some evening and weekend work will be required to support organization-wide events for specific programs. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois occasionally required.

**Your Responsibilities**

As **Coordinator**, you will contribute to Health & Medicine's Chicago AHEC portfolio by:

### **Coordination of AHEC Scholars Program**

With the Director's guidance, conduct outreach activities in communities of interest and recruit a diverse, representative, eligible candidate pool for the AHEC Scholars program

- Manage communications with applicants, current AHEC Scholars, and program alumni
- With the Director's guidance, establish action plans for AHEC Scholars and coordinate didactic trainings for participants in the six Core Topic Areas as determined by the Health Resources Administration (HRSA).
- In collaboration with the Director, revise curriculum and instructional materials
- Collaborate with community-based training center preceptors to manage and facilitate clinical rotations for AHEC Scholars, including rotation schedule development and monitoring
- Support the Director in identifying potential job placement sites in communities of interest for AHEC Scholars to deliver effective health services upon entering the workforce
- Input timely, accurate program and project information into Chicago AHEC data collection systems to support longitudinal tracking, reporting, and program monitoring
- Manage AHEC Speakers Bureau, including updating and managing database, recruitment of new speakers, and scheduling speaking engagements

### **Additional program and administrative support**

- Schedule and deliver Active Listening trainings, in partnership with Rush University Medical Center's Geriatric Workforce Enhancement Program
- Assist with a Train-the Trainer program to expand the reach of the Active Listening program
- Maintain Learning Management Systems (LMS) that support the delivery of workforce training programs
- With the Director's guidance, support program evaluation activities through implementation of surveys and other evaluation strategies
- Schedule and attend, when appropriate, Director's meetings with external partners, including community-based organizations, education and training providers, policy leaders, community members, and health providers
- Help establish partnerships with schools, community-based organizations, clinics, and other healthcare facilities
- As assigned by the Director, Deputy Director, or Executive Director, conduct research related to workforce development issues in support of policy advocacy and change

### **Who We're Looking For**

Applicants with these qualifications or transferable experience will be best prepared for this position:

- Bachelor's degree with 2 years work experience, or some college with 3 years work experience
- An interest in Health & Medicine's mission, vision, and values, including in cultural humility, diversity, and efforts to eliminate health inequities, and a strong desire to continue to learn and grow in these areas
- Experience with community engagement and outreach, service, and mentorship, particularly in partnership with historically marginalized communities
- Experience and confidence delivering health-related educational trainings to diverse audiences, or a strong interest and capacity to learn and develop skills in this area
- Strong interpersonal skills, including the ability to be respectful and responsive to a diverse array of AHEC team members, community partners, and participants
- Excellent administrative skills, including the ability to anticipate and assess needs, communicate challenges, troubleshoot problems, develop solutions, and manage expectations
- Advanced written and oral communication skills, advanced competency in Microsoft Office and Zoom, and ability to rapidly learn new digital tools
- Comfort working individually with limited guidance once a workplan has been established
- Comfort coordinating and monitoring tasks in multiple project areas; knowledge of project management tools and approaches highly desirable
- Ability to identify facilitators and barriers to program success, communicate those, and develop solutions in collaboration with team members

- Experience in data collection, research, data visualization and program evaluation a plus

### **Our Benefits**

Health & Medicine encourages staff to balance their professional and personal lives. To that end, the following are some of the benefits we offer:

- 100% Employer-paid health, dental and vision insurance
- Life insurance (\$10,000 in coverage paid for by HMPRG, additional coverage available)
- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Short and Long-term Disability Insurance
- Paid Vacation Days accrued at a rate of 1.25 per month
- 5 paid personal days per year
- Paid Sick Days accrued at a rate of 1 day per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- Compensatory time for hours worked above 38 per week
- \$75 monthly internet/phone reimbursement subsidy
- Pre-tax withholding for CTA passes
- Potential for flexible schedule

### **What to Expect: the application process and timeline**

To apply, e-mail your resume and cover letter to [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then “Chicago AHEC Coordinator” in the subject line of your e-mail.** Our priority deadline is March 20, 2023, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely mid-April 2023)

Selected candidates will be emailed to schedule a 10-15 minute introductory phone interview with our Director of Finance and Operations.

Candidates selected to move forward will then be contacted via e-mail to schedule a one-hour Zoom interview with 2-3 HMPRG staff members.

Finalists will be asked to submit contact information for three professional references.

An offer letter will be emailed to the final selected candidate.

*Note: Research shows us that some candidates, particularly those from historically marginalized communities, apply for positions only when they feel like they meet 100% of the desired qualifications. At Health & Medicine, we know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.*

**Health & Medicine is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, or any other personal characteristic not relevant to the posted position.**