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*Are you passionate about workforce and leadership development? Help us build rural healthcare leaders and their teams!*

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## Workforce and Leadership Program Specialist

We are a growing national non-profit based in Canal Park, Duluth, MN that offers its employees a breathtaking view of Lake Superior, continuous professional growth, world-class technology support for remote workers and a generous, comprehensive benefits package all within a collaborative team environment.

The Program Specialist is a full time, exempt position. The successful candidate is a highly skilled, professional with outstanding organizational and communication skills. The Program Specialist focuses on developing relationships with internal and external partners, hospitals, clinics or grantees to achieve program goals. The Program Specialist will be responsible for group/meeting facilitations, creation of educational resources, and providing or supporting technical assistance. Key attributes include facilitation skills, creativity, organizational skills, process orientation, critical thinking, proactive problem solving, and team collaboration.

## The Company

The National Rural Health Resource Center is a nonprofit organization dedicated to sustaining and improving health in rural communities.

As the nation's leading technical assistance and knowledge center in rural health, The Center focuses on five core areas:

- Transition to Value and Population Health
- Collaboration and Partnership
- Performance Improvement
- Health Information Technology



- Workforce

## Our Mission

The National Rural Health Resource Center provides technical assistance, information, tools and resources for the improvement of rural health care. It serves as a national rural health knowledge center and strives to build state and local capacity.

## Our Core Values

- Awareness
- Innovation
- Integrity
- Collaboration
- Excellence
- Impact

## The Position

We're looking for a Workforce and Leadership Program Specialist. The pay range we're offering is competitive to national non-profits. We offer our employees the opportunity to work for a truly mission driven organization with colleagues who are passionate about rural healthcare transformation.

## Requirements

An equivalent combination of education, training and experience will be considered.

- Bachelor's degree in health-related field, business or public administration, psychology, organizational behavior or a closely related field. Master's degree in related field preferred or equivalent work experience.
- Four years of experience in health care, public health, business, human resources, workforce development, public administration, or a related area.



- Knowledge of Delta Region and rural health issues, health equity and disparities, leadership and organizational development and human resource solutions strongly preferred.
- Proficiency in Microsoft Word, Excel, PowerPoint and virtual meeting programs (such as Adobe Connect) is desired.
- Training, facilitation, presentation and writing experience.

## Responsibilities

### Support program activities:

- Provide direct assistance to the Program Director (PD) and Program Manager (PM) to support day to day workforce and leadership development activities
- Provide technical assistance in leadership and workforce development, Human Resource service coordination, and health system development and other subject areas to support selected communities in meeting program goals.
- Assist program teams in performing and coordinating day to day program activities and support technical assistance services as needed to ensure a productive, efficient team environment to meet program goals
- Assess workforce and leadership priority areas through various approaches in conjunction with other program services to enhance financial, operational and quality improvements and support community care coordination activities
- Develop and lead workforce and leadership activities and coordinate activities with other Program teams, where applicable
- Promote the *Delta Doctors Program* and the *Delta Regional Authority Workforce Program* and assist selected organizations with applications to *Delta Doctors Program*

### Provide Technical Assistance:

- Act as point of contact for the Program's workforce and leadership development activities
- Work with program teams, consultants, subject matter experts to develop, initiate and delivery technical assistance that addresses leadership, workforce and human resource needs



- Educate and coach selected hospitals and clinics, and state stakeholders in gaining greater understanding of workforce and leadership concepts to support sustainability
- Deliver presentations and education content through various modes, such as learning collaboratives, webinars, summits, and onsite at hospitals and/or clinics
- Educate leaders on importance of best practices to improve organizational culture to further support sustainability and access to care
- Assist communities with initiating opportunities for recruitment and retention through funding opportunities and available resources from national and state programs, and help leaders build connections with the organizations such as the Delta Regional Authority (DRA), National Association of Counties (NACo), United States Department of Agriculture (USDA), the National Rural Recruitment and Retention Network (3RNet) and the National Health Service Corps (NHSC) and other state agencies
- Assist leaders with investing in employee engagement activities to increase employee retention to further augment sustainability.
- Provide organizations with employee engagement assessment (EEA) assessments and host virtual reviews of EEA reports
- Review and analyze workforce and leadership training needs through EEA and other program data and develop EEA and other reports as required.
- Assist hospital/clinic teams and possible other subject matter experts (SME) with developing action plans
- Support program evaluation of workforce and leadership activities to demonstrate impact and outcomes of services. Develop, proof and edit reports, summary briefs, templates, PowerPoints or any other documents to ensure accuracy and support Program reporting
- Work with the Program teams to support sustainability activities
- Develop templates, tools, and training topics with team to support hospitals and clinics with ongoing education to meet program goals
- Develop and/or disseminate Program reports, summaries, publications and resources to appropriate audiences



Conduct communication, dissemination and evaluation of program activities and outcomes:

- Outreach to and communicate with program stakeholders
- Assist development of reports, tracking key findings and performing various assessments
- Develop program monthly briefs and reports as required
- Assist in development of community spotlights, and other outreach efforts and promotional materials
- Participate in organization wide workgroups and teams
- Deliver presentations of program content and outcomes through various modes of communications such as webinars, summits, and conferences

## The Location

The Workforce and Leadership Program Specialist will work primarily in a home/remote office setting in Mississippi [Delta Region](#). Additionally, some overnight travel will be expected to various locations through the United States.

Employees at The Center enjoy a casual, friendly, supportive work environment focused on important, mission driven work.

The Center has offices located in the Historic Canal Park neighborhood of Duluth, MN on the shores of Lake Superior, just feet from the iconic Aerial Lift Bridge. The Center promotes a positive healthy workplace culture by providing a healthy work/life balance and focusing on a holistic approach to employee well-being.

## EEO Statement

The National Rural Health Resource Center is an equal opportunity employer. We celebrate diversity and are committed to fostering an accountable workplace culture committed to diversity, equity, inclusion and anti-racism.

## To Apply

Send letters of application and resumes to Robbie Nadeau at [rnadeau@ruralcenter.org](mailto:rnadeau@ruralcenter.org) by April 23, 2021. In your letter of application,

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NATIONAL  
RURAL HEALTH  
RESOURCE CENTER

525 South Lake Avenue, Suite 320, Duluth, Minnesota, 55802

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please indicate that you are applying for the Workforce and Leadership Program Specialist position.