



NATIONAL RURAL HEALTH RESOURCE CENTER

525 South Lake Avenue · Suite 320
Duluth, Minnesota 55802

PROGRAM SPECIALIST II

Position is full-time with the National Rural Health Resource Center (The Center). It includes a comprehensive benefits package. Hours of operation are 8:00 am to 5:00 pm Central, Monday through Friday.

Degree and Area of Specialization

Bachelor degree in Health, Education, Business or a closely related field. Master's degree in related field preferred or equivalent work experience.

Minimum Experience

At least four years of work experience in health care, community planning and development, public health, business or a related area. Knowledge of rural health issues and organization development desired. The successful candidate should have experience working in a team environment and be capable of independent decision-making, have excellent written and oral communication skills, and possess strong relationship-building skills. Experience with working remotely, Microsoft Office software and virtual meeting and education software.

Required

Experience and skills providing training, facilitation and presentations and the ability to travel nationally are required.

Principal Responsibilities

Provide education, coaching and technical assistance to rural health networks (including rural hospitals, clinics, providers and stakeholders, state and federal organizations and rural health policy makers) on topics such as strategic planning, evaluation, collaboration and community engagement, business planning, communication and marketing, health system development, health information technology (HIT), networking and leadership. Deliver presentations and education content to customers through varied means (including phone, face-to-face, virtual classroom and

remote presentation technology). Assist program manager in coordination of technical assistance services to ensure a productive, efficient team environment. Assist with coordination and completion of regular reporting requirements (including evaluation and information tracking processes). Work in a team environment to collect best practices from rural health networks, write program reports, provide direct technical assistance, develop and market new resources and tools, and improve technical assistance service delivery. Participate in organizational team meetings, rural health conferences and workshops as appropriate. Other duties as assigned.

Send Letter of Application and Resume

Deadline is December 8, 2017. Email to jlfern@ruralcenter.org or mail to:

National Rural Health Resource Center
C/O Jere-lyn Fern
525 S. Lake Avenue, Suite 320
Duluth, MN 55802

MISSION AND CORE VALUES OF THE CENTER

www.ruralcenter.org

The mission of the National Rural Health Resource Center (The Center) is to provide 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.



Abiding by these core values and remaining a neutral entity has enabled The Center to become the most well-connected resource in rural health care. Positive working relationships with public and private entities and professional organizations on local, state, national and international levels

are earned and maintained. The Center's Board of Directors houses representatives from the National Organization of State Offices of Rural Health, National Rural Health Association, state flex programs, state offices of rural health, quality improvement organizations, critical access hospitals, community health centers, health professions education, nursing education, medical education, emergency medical services and hospital services.