Make real changes in rural health by joining our team!

Program Coordinator

We are a growing national non-profit based in historic 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 all within a collaborative team environment.

The Program Coordinator (PC) is a full time, non-exempt position with a comprehensive benefits package. It is a professional position, that requires outstanding organizational and communication skills. The PC supports rural health educational webinars, calls, and learning communities (including scheduling, contacting speakers, email lists, activity reports and evaluations). This position works with the team to host workshops, and prepare resources, workshop and educational materials. It assists team members with technical assistance for Delta Region communities and other program activities as assigned.

The Company:

The National Rural Health Resource Center is a nonprofit organization dedicated to sustaining and improving health care 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 two Program Coordinators. The pay range we’re offering is competitive to other national nonprofits. We offer our employees the opportunity to work for a truly mission driven organization with colleagues who are passionate about rural health care transformation.

Requirements:

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

- Associate’s degree, Bachelor's degree or equivalent three years’ experience in health care, communications, education, management or business fields
- Proficiency in Microsoft Word, Excel, PowerPoint, SharePoint and virtual meeting programs (such as Zoom) is desired
- Customer service and detail oriented.
- Ability to organize and prioritize duties.
- Excellent verbal and written communication skills.
• Team player with strong commitment to performance improvement.
• High degree of proficiency in Microsoft Office, SharePoint, and Zoom Products
• Display an openness towards innovative solutions and approaches
• Competent with spelling and grammar

Responsibilities:
This position supports and assists with:
• Performing day-to-day program activities
• Scheduling consultations activities, tracking hospital data submissions, and note taking during action planning sessions as needed
• Evaluation, such as data collection and entry
• Performing the employee satisfaction assessment (ESA), developing ESA reports, and scheduling and hosting ESA webinars /zoom meetings
• Developing leadership trainings, staff development activities and workforce support services
• Performing the application review process as needed
• Ensuring the eligibility list is current and reviews annually with Program Specialists
• Drafting agendas and email notices for events
• Developing and maintaining Survey Monkey and SharePoint templates
• Acting as a contact point for hospital / clinic consultation communications
• Developing monthly reports and program summaries
• Disseminating program publications and resources to appropriate audiences as directed
• Assisting in creation of templates and documents per request
• Proofreading program documents for accuracy and compliance with The Center’s branding guidelines
• Updating and tracking team calendars to include meetings, Learning Collaboratives, travel, consultations
• Supporting team with ad hoc projects as needed
The Location:

The Program Coordinator will work primarily in an office setting either on site at the Duluth office location or in a home office environment. Additionally, some overnight travel will be expected to various locations throughout 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 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 creating an inclusive environment for all employees.

How to Apply:

Send letters of application and resumes to Robbie Nadeau at rnaudeau-emison@ruralcenter.org by September 4, 2020.