



NATIONAL RURAL HEALTH RESOURCE CENTER

PROGRAM COORDINATOR

The National Rural Health Resource Center (The Center) is hiring a part-time Program Coordinator for two programs, Technical Assistance and Services Center (TASC) for the [Medicare Rural Hospital Flexibility Program](#) and the [Small Rural Hospital Transition Project](#). As a TASC and SRHT Program Coordinator, you will be part of team coordination and provide technical assistance across the nation to states and small rural hospitals.

This position is based at our Duluth office located in Canal Park with views of Lake Superior and the iconic Aerial Lift Bridge.

Degree and Area of Specialization

Bachelor's degree or three years of equivalent experience in health care, communications, management or business fields.

Minimum Experience

Experience in health, communications or business in the health care field or a related capacity is preferred. Proficiency in Microsoft Word, Excel, PowerPoint, online assessment software (such as Survey Monkey) and virtual meeting programs (such as Adobe Connect) is desired.

Desired Qualities

Customer service and detail oriented. Ability to organize and prioritize duties. Excellent verbal and written communication skills. Interest in being a team player with strong commitment to performance improvement.

Principal Responsibilities

Coordinate, schedule, communicate and document rural health educational conference calls and webinars (including moderating, contacting speakers, preparing materials, assisting with activity reports and assessments). Support coordination of workshops, summits and conferences (including scheduling, contacting speakers, preparing materials and on-site logistics). Maintain contact information in databases and communicate messages through email and newsletters. Develop and post website content with team, including website resources and event notices. Aid in development of educational resources, including drafting content, editing and formatting educational manuals, best practice summaries and electronic newsletters. Coordinate other program activities as assigned.

Apply

Position is 75% of full-time and includes a comprehensive benefits package. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. Send a letter of

application and resume by 4:00 p.m. Central Time, Friday, January 25, 2019, to Jere-lyn Fern at jlfern@ruralcenter.org

National Rural Health Resource Center's Mission and Core Values

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.



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 where 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.