



NATIONAL RURAL HEALTH RESOURCE CENTER

TECHNICAL ASSISTANCE AND SERVICES CENTER (TASC) PROGRAM COORDINATOR

The National Rural Health Resource Center (The Center) is hiring a full-time TASC Program Coordinator. As the TASC Program Coordinator, you will be part of a team coordination and providing technical assistance across the nation.

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 equivalent experience in health care, communications, management or business fields.

Minimum Experience

Two years of experience in health, communications or business in the health care field or a related capacity is preferred. Proficiency in Microsoft Word, Excel, PowerPoint 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, completing activity reports and assessments). Support coordination of workshops and conferences (including scheduling, contacting speakers, preparing materials and on-site logistics). Maintain contact information in customer relationship management database. Maintain contacts and communicate messages through various email list serves. Assist with technical assistance for state rural health grantees (including assessments, data summaries and reports). Coordinate and update technical resources. Coordinate other program activities as assigned.

Apply

Position is 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, October 14, 2016 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.