Reports to: Program Director, Workforce Planning Manager

Location: Reno, Nevada

**Position Summary:**

This position is responsible for all aspects of our healthcare workforce pipeline programs. This includes a range of programs such as our signature K-12 initiatives, Student Ambassador Program, Nevada AHEC Scholars, and others. Responsibilities include content/curriculum development and curation, recruitment and retention, managing a variety of program participants, coordinating day-to-day logistics, enhancing community based partners, and ensuring grant deliverables and deadlines are met. This position is responsible for interacting with internal and external staff and partners such as students, education staff, community members, academic partners, and other public service groups for public relations and educational purposes.

**Essential Position Duties and Responsibilities**

* Monitor and track current and future Bill Draft Requests as they relate to High Sierra AHEC pathway programs and sustainability efforts to align with statewide expansion and funding opportunities;
* Coordinate all recruitment efforts for employer/apprenticeship sites for High Sierra AHEC Community Health Worker Certification Program and is responsible for maintaining positive partnerships with all key stakeholders;
* Provide oversight and liaise between students and apprenticeship sites with the goal of creating a streamlined connection between program participants and resources they require throughout the Community Health Worker Certification Program;
* Facilitate all recruitment efforts to diversify cohorts for Nevada AHEC Scholars and Student Ambassadors by establishing and maintaining community partnerships;
* Responsible for overseeing the progress of Nevada AHEC Scholars and Student Ambassadors by providing direct oversight to program participants and to ensure expectations are being met and program commitments are being fulfilled by established deadlines;
* Assisting the Workforce Planning Manager and Program Director with needs assessments, comprehensive progress reports, data collection, longitudinal tracking, and evaluations;
* Prepare, modify, and file reports and documentation as necessary, including summaries of activities and incidents, post-program overviews, recommendations for future services, and analysis of overall program effectiveness;
* Establishes and maintains positive collaborative relationships with the workforce department, key stakeholders, the community, and outside agencies in the facilitation and execution of program and/or grant objectives;
* Other duties as assigned.

**Minimal Qualifications:**

* Bachelor’s Degree with a major in primary education, public health, public administration, or related field.
* Minimum of one (1) year experience delivering, administering, or developing educational and/or health care educational programs.

**Knowledge and Skills:**

* Excellent interpersonal and communication skills, including the ability to persuade, encourage, inform, and stimulate general interest and enthusiasm in others;
* Ability to strategically plan, monitor, and evaluate program outcomes;
* Experience with the following software or similar: Salesforce, GIS Software and appropriate software packages and platforms for data analysis and presentation/communication of High Sierra AHEC information, such as Canva, Piktochart, Constant Contact, and Canvas Learning Management System;
* Ability to follow through on assigned tasks with limited supervision;
* Outstanding organizational and interpersonal skills combined with an ability to prioritize demands;
* Ability to work collaboratively and responsively with multiple partners.

**Work environment:**

Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting, evening and weekend hours sometimes required. Must possess ability and willingness to perform job-related travel, majority within the state of Nevada.

**License required:** Must have valid driver’s license, automobile insurance, and reliable transportation.

**Physical Demands:**

Occasional physical effort required to lift boxes of supplies or equipment weighing approximately up to 25 pounds; stooping, bending and reaching when stacking boxes and supplies. Demands vision, manual dexterity, sitting long periods of times, writing, typing, grasping, driving and speaking.

**All new employees of High Sierra Area Health Education Center must show proof of COVID-19 vaccination at time of hire.**