



**Position Title:**  
**Employee Classification:**  
**Job Posting Date:**

**Program Coordinator**  
**Full-Time Non-Exempt**  
**July 26, 2021**

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**Reports to:** Chief Executive Officer, Chief Operations Officer  
**Location:** Reno, Nevada

### **Position Summary:**

The Program Coordinator will facilitate the logistical development, maintenance, and operational efficiency of the High Sierra AHEC training programs. Tasks include training registration, training inquiries, delivery platforms, and website conservation. The Program Coordinator will also be responsible for the orchestration of logistical measures towards effective dissemination and outreach of marketing, maintaining internal list serves and establishing creative outreach efforts that boost engagement and optimization of trainings. The position will include logistical support for the delivery of Nevada Cultural Competency (NVCC) and other mission aligned training initiatives prior to, during, and after delivery in terms of certification, verification of CE/CME credit, and verification of training attendance. Additionally, the Program Coordinator will collaborate with partner organizations, identified stakeholders, High Sierra AHEC staff and supervisors to ensure deliverables relating to training goals and objectives are met in a timely manner and responsive to a variety of statewide needs.

### **Essential Position Duties and Responsibilities:**

- Facilitate NVCC brand recognition and realization of outreach objectives through development of marketing materials and dissemination methodology;
- Orchestrate logistic measures to ensure training registration, inquiries, and certifications are handled and delivered appropriately;
- Develop and maintain relationships with mission-aligning parties and opportunities for dissemination of marketing and NVCC brand recognition;
- Research and implement platforms related to novel and established DE&I initiative development, delivery, and registration;
- Maintain training website and operational platforms as applicable;
- Conduct various strategies to ensure that all program, project, and grant/contract deliverables and stated outcomes are achieved by established deadline(s);
- Other duties as assigned.

### **Supervisory Responsibilities:**

1 part-time intern to be assigned contingent upon successful completion of probationary period/review.



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**Minimal Qualifications:**

- Bachelor's Degree with a major in public health, public administration, health education, or related field. Master's Degree in a related field preferred.
- One (1) year of experience delivering, administering, or providing educational/health care programs, public health, or a related field.
- Experience in program development and/or coordination required.

**Knowledge and Skills:**

- Detail-oriented with excellent organizational skills and adherence to deadlines;
- Excellent interpersonal and communication skills, including the ability to persuade, encourage, inform, and stimulate general interest and enthusiasm in others;
- Utilization of Nevada Cultural Competency related platforms such as CourseStorm, Constant Contact, WIX, and Canva;
- Knowledge of High Sierra AHEC associated software, data analysis, and communication platforms High Sierra AHEC platforms such as Hootsuite and PolicyMap GIS Software;
- Self-motivated and able to work independently when necessary;
- Ability to develop knowledge of, respect for, and skills to engage with those of other cultures, backgrounds, and identities.

**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.