



POSITION DESCRIPTION

Title: Program Specialist – Temporary/Part Time Exempt (24 hours 4 days per week)

Reporting Requirements: The Program Specialist reports to the Executive Director and is responsible for providing support to the Erie Niagara Area Health Education Center (AHEC) office.

Overview:

Part-time, exempt position responsible for managing multiple, concurrent and emerging projects and programs as initiated and/or delegated, such work to be consistent with the Erie Niagara Area Health Education Center (ENAHEC) mission and strategic plan. Must be available on occasional evenings and weekends.

Responsibilities:

- Plan, implement and assess assigned projects (e.g., Opioid Expansion, AHEC Scholars and Doctors Across NY, as well as other selected existing programs, new initiatives, and quarterly reports) in support of ENAHEC goals and objectives. Develop and build upon existing ENAHEC relationships to promote and market new programs and initiatives. Identify strategic partners and collaborations to ensure project outcomes.
- Prepare cohesive, succinct reports of ENAHEC project/program accomplishments to provide to the ENAHEC Executive Director, Board of Directors, and the New York State AHEC System Statewide Office.
- Manage data entered into the New York State AHEC System database program (AHEC Tracker). Work with the New York State AHEC System Director of Evaluation to interpret information and to provide reports to
- Contribute to grants, prepare reports and develop presentations; this includes developing content and integrating various Word, Excel and/or PowerPoint files from multiple sources into one clear, accurate document with consistent format and correct spelling and grammar. Responsible for contributing website and social media content that is reflective of ENAHEC's current activities.
- Facilitate team efforts on assigned projects. Communicate skillfully with ENAHEC staff and interns. Communicate with local, regional, and statewide partners on behalf ENAHEC.
- Attend meetings/conferences, participate on local or regional committees/work groups and participate in conference calls as necessary to meet job responsibilities.
- Attend tabling events. Perform other duties and/or tasks as assigned.

Qualifications:

- Bachelor's degree required. Masters degree preferred. Program experience is desired.
- Outstanding written, oral, and interpersonal communication skills, including public speaking, public relations and ability to facilitate working sessions. Ability to work with a diverse constituency including academic students and faculty, centers and regional offices, community partners, funders and government officials.
- Extensive software skills required; proficient with Microsoft Office applications (including but not limited to Word, Excel, Access and PowerPoint).
- Team player, enthusiastic, energetic, eager to take initiative with new projects and/or to improve work on existing projects.
- Strong organizational skills required including ability to manage multiple projects concurrently. Ability to work independently and within a team is essential.
- Interest in diversifying the health professions workforce.

Reporting Relationships: Reports directly to the Executive Director of Erie Niagara Area Health Education Center.