



AHEC Program Specialist

Texas Area Health Education Center (AHEC) East – Waco Region is committed to improving the health of underserved and rural communities in our 18-county service area. Through health education and collaborating with the local health workforce, Waco AHEC works with the community and community partners to bridge the gap in care among the underserved. Waco AHEC works with medical schools, nursing and allied health schools to improve health for underserved and under-represented populations. The AHEC mission is to enhance access to quality health care, particularly primary and preventive care, by improving the supply and distribution of healthcare professionals via strategic partnerships with academic programs, communities and professional organizations. Waco AHEC is hosted at Waco Family Medicine.

EDUCATION: Associate Degree (minimum)

REPORTS TO: AHEC Executive Director

SALARY RANGE: \$35,000 – \$42,000 annually (Full Time) - This is a temporary grant funded position that will last through June 30, 2023, with the possibility of extension based on funding and performance.

PRIMARY DUTIES:

- Recruitment and management of the AHEC Scholars program
- Network with educators and faculty across local high schools, colleges, and universities to discuss the benefits of various AHEC programming
- Assist in the preparation and submission of required progress reports and closeout documents
- Promotion of the *All of Us* Research Program and the benefits of engaging in research
- Provide *All of Us* Research Program grant management assistance – as well as supporting the implementation process according to operational/financial organizational needs
- Assist in the development and distribution of outreach materials
- Ability to attend community events to discuss AHEC programming
- Other duties as assigned by supervisor

SKILLS:

- Familiarity with the Social Determinants of Health
- Efficient organizational and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate results in a sustainable fashion
- Ability to perform in a team approach with shared job responsibilities
- Ability to engage with diverse individuals in a respectful and professional manner.
- Excellent public speaking skills and comfortable with community engagement
- Self-motivated with ability to operate independently and ability to work collaboratively as a team member
- Experience with event planning and program management

OTHER REQUIREMENTS:

- Current Texas Driver's License
- Regional travel; occasional statewide and nationwide travel

HOW TO APPLY: Interested applicants can submit an application by visiting wacoahec.org. For more information, email ashley.bearden@txaheceast.org or call (254) 313-5108.

8/8/2022