



AHEC Program Coordinator

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: Bachelor's Degree (minimum)

REPORTS TO: AHEC Executive Director

SALARY RANGE: \$45,000 - \$50,000 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:

- Oversee the *All of Us* Research Program community promotion efforts through presentations, exhibiting at conferences, community events, written and email communication
- Work with civic and community groups, educational institutions, health practitioners, and others in Central Texas to create community engagement initiatives to promote the *All of Us* Research Program.
- Recruit, train, and supervise the *All of Us* Student Ambassadors
- Regularly attend meetings and webinars with *All of Us* program staff and partners.
- Travel to institutions within the Waco AHEC service region and attend local and national conferences to promote the *All of Us* Research Program and recruit AHEC Scholars.
- Complete and submit monthly reports about the *All of Us* Research program
- Assist in the planning and implementation of major AHEC events: CHAMPS Camp, *Mix it Up* Webinar Series, Healthy Families Expo health fair, and any additional programming
- Create promotional and marketing materials, social media posts, and printed material for distribution for AHEC programming as needed
- Program and curriculum development for health education/continuing education
- Other duties as assigned by supervisor

REQUIRED SKILLS AND EXPERIENCE:

- 2-3 years of experience in program management or community engagement
- Familiarity with the Social Determinants of Health
- Efficient organizational and planning skills with ability to meet deadlines
- Excellent public speaking skills and comfortable with community engagement
- Ability to perform in a team approach with shared job responsibilities
- Ability to engage with diverse individuals in a respectful and professional manner.

OTHER REQUIREMENTS:

- Current Texas Driver's License
- Regional travel; occasional statewide and nationwide travel
- Ability to work occasionally on weekends and in evenings

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