

**Eastcentral and Northeast Pennsylvania
Area Health Education Centers
Job Opening**

Job Title: **Health Educator/Planner**

Job Summary:

The Health Educator/Planner is responsible for the design, implementation, and evaluation of AHEC-sponsored public health programs, with a focus on recruitment and retention of the health professions workforce.

Reports to:

Eastcentral and Northeast Pennsylvania AHEC Executive Director

Supervises:

No supervisory responsibilities

Principal Responsibilities:

- Conduct community needs assessments, gather data on health status and health education needs, and design programming to address identified needs.
- Develop and maintain programs with the community, schools, and organizations to recruit students into health professions from rural and urban medically underserved areas and disadvantaged populations.
- Research and assist in the preparation and writing of grant proposals related to programming needs.
- Represent the AHEC in the community; establish and maintain sound working liaisons with regional and community partners.
- Assist with oversight of training programs sponsored or supported by Eastcentral and Northeast AHEC by developing, scheduling, promoting, organizing, instructing, and facilitating details.
- Meet with the Executive Director on a regular basis.
- Prepare weekly activity reports and quarterly program/progress reports.
- Attend appropriate meetings and conferences as suggested by the Executive Director and/or the Board or in conjunction with regional group activities or AHEC marketing/public relations activities.
- Other tasks as assigned by the Executive Director to accomplish the mission, vision, and strategic initiatives of the Eastcentral and Northeast Pennsylvania AHEC.

Qualifications:

- A minimum of an earned Bachelor's degree; Master's degree preferred. Advanced education preparations in Education, Health Sciences, or related field a plus.
- Experience in the health care/medical environment and in the process of community health needs assessment and research methodology recommended.
- Well-developed communication skills, both written and oral, required.
- Computer literacy required. Database and statistical software experience preferred.
- Grant writing experience desired.
- Experience as an instructor preferred.
- Ability to promote AHEC and AHEC activities through social media outlets such as Facebook, Twitter, Instagram, and website.
- Flexible and creative, with good time management and problem-solving skills.
- Good planning and organizational skills and ability to work independently.
- Ability to work cooperatively and to communicate successfully with diverse groups and individuals is necessary.
- Must have reliable transportation and willing to travel. Work will be in any of the 14-county region that includes Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Wayne, and Wyoming Counties.

If interested in applying for this job, please mail or email cover letter and resume by February 28, 2021 to:

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