



Hoosier Uplands Economic Development Corporation

AHEC Outreach Coordinator

Hoosier Uplands Economic Development Corporation seeks an Outreach Coordinator for the Southeast/South Central Indiana AHEC. This is an opportunity to help educate health career students about the opportunities in the healthcare field. The Area Health Education Center is a part of the Strategic Development and Consulting Services Division of Hoosier Uplands.

Position Title: *AHEC Outreach Coordinator*
Department: *Health, Education & Aging*
FTE: *40 hours/week*
Reports to: *AHEC Director*
Location: *Main Office, Mitchell*

A. Duties and Responsibilities

1. Coordinate daily outreach activities of the South Central Indiana AHEC. Primary responsibilities include: recruitment of educational partners needed to increase and provide programs that will assist in the development of an effective career pipeline in the region, which includes student placement recruitment within the South Central Indiana AHEC service area. Conduct presentations to elementary, middle and high school students within the region. Assist in compiling needs assessment data, coordinating continuing education seminars and development of monthly newsletter.
2. Development of partnerships and collaborations within the South Central Indiana AHEC region; assisting with the development of initiatives as outlined in approved funding proposals; providing assistance to partners as necessary; promoting program activities through outreach and networking initiatives; collaborating with other organizations as programming is implemented to avoid duplication and maximize effectiveness.
3. Serving as a professional representative of the Southeast/South Central Indiana AHEC through Hoosier uplands at external meetings as necessary, while keeping the Director updated on a continuous basis as new developments arise.
4. Assist with the preparation of funding proposals for continuation of the South Central AHEC as appropriate.
5. Perform additional responsibilities as assigned.

Qualifications

- Excellent Written and Oral Communication Skills
- Demonstrated Ability to Communicate with all Populations and Work Independently

- Ability to Develop Projects and Mobilize Resources
- Demonstrated Organization, Networking, and Planning Skills
- Knowledge of Geographic Area of Southern Indiana
- Knowledge of the Theory and Practice of Public Health and Understanding of Evaluation Activities
- Minimum of a Completed Bachelor's Degree in Health or Related Field Required

Licenses/Certifications required:

1. Current Driver's License, proof of current vehicle insurance coverage

Working Conditions

2. Temperature controlled office setting
3. Occasional evening and weekend hours required
4. Regular travel to AHEC meetings required

Physical Effort

5. This position requires computer use each day
6. This position may require occasional lifting of 10-20 pounds

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

JOIN OUR TEAM!

Resumes may be sent via mail to: Hoosier Uplands
Attn: Deborah Coleman
500 W. Main Street
Mitchell, IN 47446

Resumes for this position only may be e-mailed to medwards@hoosieruplands.org.