

**Title: Community Voice (CV) Coordinator**

**FLSA:** Non-Exempt role

**Location:** Hybrid, must be in North Carolina (home based, some travel across North Carolina and to the Cary NC office)

**Reports To:** Manager of Community Voice

**Summary:**

The Foundation for Health Leadership and Innovation (FHLI) is seeking a full-time Coordinator to support the Community Voice (CV) team. The CV team leads the organization's efforts to support rural and historically marginalized communities, working throughout North Carolina to identify key stakeholders and elevate their voices to inform rural health policy and programmatic initiatives.

This position will support day-to-day coordination and implementation of the North Carolina Rural Health Association (NCRHA), the Jim Bernstein Community Health Leadership Fellows Program, and the Jim and Sue Bernstein Scholarship Program, as well as FHLI's community engagement efforts utilizing the [Community Voice Model](#).

The North Carolina Rural Health Association (NCRHA), led by FHLI, is the official state affiliate of the National Rural Health Association (NRHA). NCRHA serves as an organizer to connect partners, foster strong working relationships, advocate for rural health policy transformation, and share a unified voice promoting improved conditions for rural health across North Carolina.

Through a cohort style two-year experience, the Jim Bernstein Community Health Leadership Fellows Program equips emerging leaders to improve health and well-being across North Carolina. This program builds on Jim Bernstein's 30-year legacy leading statewide initiatives supporting community-driven care in rural and underserved areas.

The Coordinator serves as the liaison to the Bernstein Fellows and Alumni, including logistical planning and execution of in person trips (4 per year – Bernstein Event [1], 1.5-day seminars [2], and a regional site visit [1]). These duties include hotel logistics, catering/refreshments, meeting locations, and speaker procurement. Additional responsibilities include planning speakers for monthly meetings, recruitment and application tracking, interviews, board committee attendance, alumni communications and relationship management, and facilitating connections between alumni who want to be connected to current Fellows.

The Jim and Sue Bernstein Health Center Scholarship program provides scholarships to families and dependents of employees of North Carolina's rural health clinics. Scholarship management includes managing the annual application process, supporting notifying



applicants of decisions, and serving as a liaison between applicants and the selection committee.

In conjunction with their manager and larger CV team, budget creation and tracking and fundraising activities, such as the Bernstein Event, will be executed.

**Responsibilities/Essential Functions:**

*Project Coordination and Programmatic Support:*

- Provide in-person and virtual meeting coordination for NCRHA and Bernstein Fellows including (but not limited) management of registration and communication with attendees, securing meeting and event spaces, managing travel logistics, providing day-of event coordination and troubleshooting, and maintaining proper financial documentation.
- Research and document up-to-date information on emerging policy issues, funding opportunities, and system-level changes impacting rural communities to share key insight and action items with internal staff, informing organizational programming and decision-making.
- Partner closely with external stakeholders to complete day-to-day coordination efforts such as organizing project tasks and timelines, in alignment with the CV Model.
- Prepare digital and written media content (i.e., press releases, reports, social media graphics, presentations, newsletters, informational flyers, event invitations, etc.) and organize distribution, as needed.

*Community Engagement:*

- Representing NCRHA at external meetings with professionalism and alignment to the organization's mission and policy priorities, sharing relevant updates, resources, and best practices from NCRHA with external partners.
- Serve as a FHLI liaison to identify areas for collaboration, shared programming, and resource-sharing with external partners.
- Support coordination of joint activities or events with external partners with aligned rural health priorities.
- Build and maintain relationships with government agencies, health systems, community-based organizations, and other rural health stakeholders with aligned priorities.
- Center inclusive engagement strategies that uplift and amplify community voice throughout all job functions.
- Elevate community-identified needs and feedback gathered through external engagement



opportunities by recording and translating community feedback through identified channels.

*Education and Certifications:*

- More than 2 years of related experience
- A bachelor's degree in a relevant area of study such as social work, public health, public administration, etc.

*Skills and Capabilities:*

- Excellent organizational skills
- Logistical planning and detailed event execution
- Excellent verbal and written communication skills
- Strong interpersonal communication and ability to create and maintain meaningful working relationships.
- Ability to work independently and proactively on tasks and responsibilities – “self-starter.”
- Strong analytical and problem-solving skills
- Excellent technology and computer skills including Microsoft 365 (PowerPoint, Word, Excel, Forms), Canva, Adobe Acrobat, etc.
- Understanding of and/or passion for experience in serving rural communities
- Skilled in customer service and responsiveness to stakeholder needs.
- Driver's license, unrestricted

*Physical Requirements:*

- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of travel, primarily by car
- Must be able to lift fifteen pounds at times.

*Travel Requirements:*

- Travel in-state and out-of-state up to but no more than 25% per year

*NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. Duties, responsibilities, and activities may change at any time with or without notice.*

- **EEO statement:** *We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age,*





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*disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits, and termination of employment.*

