



## **Job Description**

### **Foundation for Health Leadership & Innovation**

**Position:** Program Coordinator, NCCARE360

*Launched in 1982 under the direction of rural health champion Dr. Jim Bernstein, the Foundation for Health Leadership & Innovation is a nonprofit organization that advances collaborative, equity-centered, and community-driven solutions to improve the overall health and well-being of all North Carolinians.*

*Our vision is a North Carolina in which everyone has equal opportunity to attain their full health and well-being potential, and where no one is disadvantaged due to demographically, socially, or economically defined circumstances.*

*At FHLI we embody a spirit of innovation and believe that sustainable, systems-level change is driven by the people directly impacted by the longstanding inequities that continue to impact our society. Our staff are conveners and facilitators who create open environments for developing collaborative relationships and advancing new ideas and strategies.*

#### **About the Position:**

The Program Coordinator, NCCARE360 position is a full time 40 hours per week under the supervision of the NCCARE360 Director. This position currently has no direct reports. This is currently based North Carolina with occasional in-office work at our main office located in Cary, NC.

#### **Job Purpose:**

The Program Coordinator will support the operational management of the NCCARE360 program. The Program Coordinator will support day-to-day tasks related to the program including: administrative support, project management, communications and marketing, community engagement, and additional tasks as related to the program. In addition to assisting the Director and senior program staff, the Program Coordinator will serve as a point of contact for external stakeholders.

#### **Job Duties and Responsibilities:**

- Serves as a key member of the NCCARE360 team to ensure implementation of program activities
- Develops a thorough knowledge of the current state of the NCCARE360 program including operations, partnerships, finances, and communications
- Maintains meeting calendars and ensures team appointments are scheduled as necessary, schedule and coordinate virtual and in-person meetings, trainings and workshops, and assist with meeting planning and taking minutes of key meetings
- Handles NCCARE360 correspondence from external organizations, including monitoring shared email inbox
- Creates and maintains electronic filing system to support program activities
- Partners closely with program partners on day-to-day program efforts and initiatives and project manage ongoing tasks, timelines, and action items

- Presents program overviews to external audiences, including community-based organizations, healthcare, government agencies, and other stakeholders
- Serves as liaison with various stakeholders including implementation partners, external partners, and other stakeholders
- Supports training and assistance to partners; coordinate community education efforts, including awareness campaigns and information sessions
- Supports communications functions including reports and publications, infographics, website and social media presence.

**Qualifications:**

- Bachelor's degree preferred
- 2-5 years' experience in related field *may* serve in lieu of specified degrees listed above
- Experience in programs and coordination (2+ years' experience preferred)
- Previous experience and proficiency in community engagement (2+ years' experience preferred)
- Proficiency in public speaking (2+ years' experience preferred)
- Previous experience with marketing and communications (2+ years' experience preferred)
- Strong communications skills, including written and verbal communication
- A passion for equity, access, and social justice
- A commitment to diversity and respect for people of all backgrounds and experiences
- Knowledge of bookkeeping and reporting
- An entrepreneurial approach, emphasizing efficiency and creative problem-solving
- The ability to manage multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment
- A commitment to producing consistently accurate and high-quality work, even under pressure and deadlines
- A commitment to continuous learning, self-improvement, and professional development
- Proficient understanding of the health care system, social drivers of health, and principles of health equity
- Understanding of, passion for, and experience working in rural communities
- Skilled in customer service and responsiveness to constituent needs.
- Strong interest in the mission of the FHLI
- Ability to effectively communicate/partner with a wide variety of skill sets and personalities
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment

**Compensation:**



This is a full-time, salaried position. This position will receive generous company benefits to include 100% paid health, dental, long-term disability, and life insurance coverage for the employee, as well as company-paid retirement contributions, plus generous vacation and sick time. Salary is commensurate with experience.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

**To Apply:**

Interested applicants should send a cover letter, resume, and three professional references to be considered. Please send all requested documents to [recruitment@foundationhli.org](mailto:recruitment@foundationhli.org) using the subject line "NCCARE360 Program Coordinator Application".

FHLI will only review submissions that include all requested materials. Please be assured that FHLI will not contact references without applicant's explicit permission. Submissions will be accepted until the position is filled. No phone calls please.