AUCH is looking for an experienced Program Coordinator to further our mission and goals. As our organization grows, we are in need of someone who can promote our mission and brand, plus establish productive relationships with our members and key stakeholders. Applicants should be excited about increasing access to affordable healthcare and improving patient health outcomes by addressing social determinants of health. The ideal candidate should have a proven track record of success in program coordination or related fields, attention to detail, and excellent written and verbal communication skills.

Organizational Background/Mission:
For over 30 years, AUCH has represented Utah's Health Centers and their patients. As the Primary Care Association in the state, we provide over 12,000 hours of training and technical assistance to 13 Health Centers and 5 affiliate members each year. Our members include Federal Health Center grantees who provide comprehensive, high-quality primary and preventive healthcare services to all individuals, with or without insurance, regardless of ability to pay. Health Centers are community-based, patient-directed organizations that eliminate geographical and financial barriers and serve populations with limited access to care. In support of our members and the people they serve, AUCH helps reduce barriers to healthcare through health promotion, community engagement and development, education, and policy analysis. AUCH is designated by the Federal Bureau of Primary Healthcare as the state Primary Care Association and receives federal program support to develop and enhance services for members.

Position Title: Utah Healthcare Corps Program Coordinator

Start Date: December 2018

Job Summary:
The Utah Healthcare Corps Program Coordinator (UHCPC) is responsible for supporting the oversight and management of the Utah Healthcare Corps (UHC), an AmeriCorps program of the Association for Utah Community Health (AUCH). UHC is an exciting statewide program that places 20+ AmeriCorps Members in service with host sites across Utah. The goal of UHC is to increase access to affordable healthcare and improve patient health outcomes by addressing social determinants of health. The UHCPC may also provide technical and administrative support for other projects at AUCH that support workforce development and healthcare access under the direction of the UHC Program Director. UHCPC responsibilities include, but may not be limited to, the following:

- Support marketing and recruitment efforts, ensuring that all member slots are filled, including managing UHC social media platforms and representing UHC at career fairs;
- Support the development and implementation of member and host site orientations, leading sessions as assigned;
- Support member and host site management through site visits, timesheet review, reimbursement processing, and travel coordination;
- Coordinate member continuing education trainings;
- Facilitate member meetings and service projects as assigned;
- Support administrative tasks, including but not limited to: maintaining member files, conducting criminal history checks, approving member timesheets and reimbursements, and coordinating logistics for travel, trainings and events;

- Participate and represent UHC at AmeriCorps, community, and professional meetings and events as assigned;
- Draft program reports;
- Support proposal development efforts; and
- Other duties as assigned.

Category:	**Responsible to:**	**Salary Range:**
Full-Time, Non-Exempt	UHC Program Director	$19.23 to $24.00/hour

Qualifications and Requirements: The following requirements must be met to be considered for the program:

- Bachelor's Degree in related/applicable field required (related experience will be considered in substitution for academic attainment)
- Experience in program/project coordination or management preferred
- Ability to work independently and cooperatively as a team player
- High level of proactivity and self-motivation
- Excellent communication and interpersonal skills
- Ability to express ideas clearly and logically
- Ability to think critically and anticipate next steps
- Ability to plan, coordinate, prioritize, and expedite work projects
- Flexibility to respond to a variety of requests/needs/issues simultaneously
- Ability to manage multiple priorities/tasks
- Ability to travel statewide, and occasionally out-of-state, as needed
- Proficiency in Microsoft Office applications

Benefits include medical and dental insurance, paid holidays, sick leave and vacation, life and disability insurance, flex spending plan, and retirement plan (Simplified Employee Pension or SEP).

A background check will be conducted on all potential candidates.

How to Apply: Interested candidates should email a resume and cover letter to Cynthia O'Connor at Cynthia@auch.org. Applications without a resume and cover letter will not be considered.