



ALABAMA

WHO WE ARE

In the state of Alabama, all 67 counties have Medically Underserved Areas and/or Medically Underserved Populations. Part of the reason for this gap in access to care is that there are not enough providers willing to see individuals on a sliding scale or who have Medicaid for insurance. This is one of many indicators that shows the ability for our state to meet the healthcare and social needs of our state is contingent upon developing a workforce that is empathic to the needs of all patients, understands the impacts of social determinants of health, and feels both skilled and committed to addressing the needs of the most vulnerable members of society, whether due to socioeconomic barriers or other vulnerabilities. Research indicates that one effective way to prevent the erosion of empathy while in health-profession training programs is to have earlier, first-hand experiences with patients that encourage understanding the patient's point of view. The Schweitzer Fellowship provides students with the opportunity to identify unmet needs in conjunction with a community site organization and to then plan, implement, evaluate and seek to sustain a project to address that need.

WHAT YOU'LL DO

The **Program Coordinator** is a temporary (one-year) position with the possibility of renewal afterwards based upon future grants. The position will be based in Alabama and will report to the Executive Director. Job duties fall along four general lines of responsibilities with an approximate amount of time dedicated to each:

Administration (20%)

- Record-keeping for Fellow's data (e.g., current and FFLs addresses/emails updated)
- Spearhead smooth internal operations such as scheduling, preparing agendas, taking notes, and capturing (and managing follow-through on) next steps.
- IT support for Google Workspaces and other software, trouble-shooting and identifying ways to do work more efficiently;
- Assist the organization with meeting AmeriCorps requirements, including gathering data for and submitting reports and timesheets
- Administer the evaluation process, using pre-determined evaluation tools
- Manage operational systems, keeping track of all logins, codes, important phone numbers, contacts lists, etc. and create Standard Operating Procedures for common operational tasks to facilitate ease of future and current staff training

Communications and Marketing (30%)

- Promoting the work of the Fellows via social media, newsletters, website, or other communications (aka: Lead the development, creation, and implementation of communication and messaging strategies across all communication platforms (social media, newsletters, blogs, website, public speaking events, etc.)

- Capturing and better organizing photographs/videos and proper photo releases from both Fellows and project participants in order to build a library of marketing materials
- Create annual reports that translate results of Fellowship projects and national ASF survey data

HR and Financial Management (20%)

- Managing payroll, including Fellows' stipends and project fund reimbursements, as well as Community Advisory Board payments;
- Assisting with accounts payable and receivable with basic bookkeeping duties, including processing vendor payments and working with other staff to ensure proper documentation of all expenses are entered into accounting software as well as depositing and recording payments
- Assist with monthly account reconciliations, including variance research and tracking expenses against the budget
- Assist with preparing and distributing monthly reports

Special Projects (30%)

- Research to gather information on needs assessments and possible community site partnerships to inform recruitment and project mentorship
- Develop new ways to track program impact on various stakeholders, including student Fellows and project participants, such as creation of a dashboard
- Research current best practices for teaching the ASF Core Competencies, to be used by the ED for developing the training program

To put this into a current context, if you were working at ASF of Alabama right now, you would be:

- Creating social media posts for the recruitment events and fundraiser currently taking place
- Working with the Development Manager to create monthly e-newsletters for various constituents, including our alumni (Fellows for Life), general supporters, and recruits
- On at least a weekly basis, ensure that the bookkeeping is up-to-date with payments entered into Quickbooks with receipts, following a clear process for documentation
- Researching community needs assessments in our 4+ county footprint to inform our Action Learning Coach in promoting project ideas that align with community needs for 2023-24 applicants
- Gathering items for our monthly staff meeting agenda and, afterwards, adding tasks into Asana to ensure that deliverables are assigned
- Processing stipend payments for Fellows who are halfway through their Fellowship

WHO YOU ARE

While the educational or work background may vary, candidates will exhibit shared characteristics that align with ASF's values:

- Collaborative - ASF serves as an intermediary between many community nonprofits and academic institutions. We seek people who value the time and effort it takes to develop effective partnerships and who are willing to put in the effort to coordinate multiple stakeholders so that this variety of perspectives can be heard and shared action determined.

- Proximate- ASF seeks to help students be in proximity to community, whether it be a community that they are already a part of or one that they are learning about. We believe that only by seeking to understand the perspective of others will we develop effective solutions to long-entrenched issues. Therefore, we seek people who are comfortable working across differences and who value lived experience; we also hope to build a team with diversity of backgrounds so that the organization can also reflect the diversity of the communities where we live and serve.
- Curious- Rarely do we have answers to community problems born out of our own understanding, but rather we seek to be curious throughout the process of community engagement, while: gathering information–data, research on best practices, lived experience; formulating a strategy; adapting the plan to continually improve. We want team members who are both humble enough to acknowledge when they don't know something but also brave enough to attempt work even when they don't have all the information.
- Big picture and detailed thinkers- As a small nonprofit, each member must understand how their role contributes to the larger design while simultaneously being able to break that goal into smaller steps and hold themselves accountable for following through with set deadlines.

THE SKILLS YOU'LL NEED

To be successful in the role, the Program Manager should demonstrate:

- Proficiency using technology tools including word processing, spreadsheets, and presentations. Experience with or willingness to learn software including Asana, Mailchimp, Canva, Bloomerang, Gusto and Hootsuite is also highly desired. Ultimately, these are tools to use but the larger skill set needed is someone who can create structures for things like tracking participant progress, enjoying the attention to detail required for accurate processes.
- Anticipating needs and taking initiative to provide support to ensure that the organization is organized and prepared to have maximum impact
- Proven ability to effectively manage multiple projects, which in turn requires prioritization, and planning skills
- Excellent written and verbal communications skills - although you will interact directly with other staff more than external stakeholders, you will be producing communications that are for multiple external audiences and should demonstrate an ability to understand various audiences and write with clarity
- A desire to continue learning, whether through professional development training or work-based experiences, we are an education-focused organization that seeks to attend to the development of staff as much as the development of students.
- With our current remote-work environment, individuals must be able to stay on task without constant direct supervision.

While not required to apply, we believe that the strongest candidates will be those who also demonstrate:

- Experience with Quickbooks Online (or a related financial software)
- Bachelor's Degree in Program Management, Finance, Public Health or another related field or related experience
- 3-5 years administrative, financial, program management or related experience

OTHER HELPFUL INFORMATION

Again, this is a temporary (one-year) position with the possibility of renewal afterwards based upon future grants. Work will be in a hybrid work environment; generally work is within the hours of 8am-5pm but does include some flexibility in scheduling, with limited nights and weekend work required. Clearance of an investigative background check is also necessary. A computer can be provided, but you will need a cell phone, high-speed internet, and a quiet work environment. The position is 30 hours/week with a salary range of \$27,202 - 38,098.

ASF of Alabama is an Equal Opportunity Employer who will not discriminate against any individuals based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any characteristics prohibited by applicable law.

HOW TO APPLY

Please submit your cover letter and resume via email to director@asfalabama.org with "Program Coordinator" in the subject line by December 1, 2022.