

Program Coordinator

The Albert Schweitzer Fellowship of Alabama

POSITION SUMMARY

The Program Coordinator is responsible for the day-to-day coordination of the Albert Schweitzer Fellowship (ASF), a 15-month leadership development program for graduate and professional students in health-related fields. Reporting to the Executive Director, the Program Coordinator will support Fellows through all phases of their Fellowship year—from recruitment and selection, to project implementation, to completion and evaluation. This role requires strong organizational, communication, mentoring, and relationship-building skills, as well as a passion for health equity and community engagement.

WHO WE ARE

All 67 counties in Alabama are designated as Medically Underserved, reflecting major gaps in access to care—driven in part by too few providers accepting Medicaid or sliding-scale patients. Meeting the state's health and social needs requires a workforce that is empathetic, understands social determinants of health, and is skilled and committed to serving vulnerable populations. Research shows one of the best ways to preserve empathy during health-professions training is through early, first-hand patient experiences that build understanding of the patient perspective. The Schweitzer Fellowship provides this opportunity by engaging students in identifying unmet needs with a community partner and then planning, implementing, evaluating, and sustaining a community-focused, impact-driven project to address that need.

WHAT YOU'LL DO

This role serves as the primary liaison between student Fellows and community partners, supporting the planning, implementation, and evaluation of multiple Fellow-led projects each year. The Program Coordinator oversees a portfolio of community-based initiatives while also building and maintaining relationships within academic institutions—both long-standing and new—to promote the program and recruit a diverse pool of applicants. The position is based in Alabama and reports to the Executive Director. Responsibilities fall into five main areas:

Fellow Support & Project Oversight (40%)

- Guide 20-25 Fellows (numbers vary annually) in planning, implementing, and evaluating their community-based projects.
- Monitor project progress, troubleshoot challenges, and ensure accountability in achieving project goals and objectives.
- Conduct one-on-one and small group mentoring sessions for ~20 students bi-monthly in order to set and achieve personal and professional development goals. This also includes responding to monthly reports, conducting site visits, and being available to meet with students as needed for additional support.

Recruiting (20%)

- Plan and execute ASF's fellow recruitment strategy, including outreach to graduate programs, faculty, and student organizations at academic institutions .
- Organize, facilitate, and attend information sessions, class visits, and recruitment events.
- Manage the Fellow application and selection processes, coordinating review committees and interviews.
- Provide individual application support, including meeting with potential applicants to help them develop and assess project ideas for feasibility.
- Research universities/graduate programs where ASF would like to develop new relationships to determine the specific health-related degree programs and timeline for students to apply.
- Expand the network of ASF community champions by meeting with faculty and staff at universities throughout the state and developing a database of individuals who can promote ASF on their campus.

Community & Academic Partnership Development (15%)

- Maintain and deepen relationships with existing community partners (community nonprofits and agencies) and academic institutions.
- Work with site mentors and academic mentors to support Fellows' project success.
- Represent ASF at community and university events to strengthen visibility and recruitment.
- Network with community-based organizations to co-create Fellowship projects aligned with their identified needs and opportunities.
- Stay updated on community needs via independent research and professional development opportunities to ensure data sources (such as Community Health Needs Assessments within our multi-county footprint) are being considered when developing partnerships.

Program Administration & Evaluation (10%)

- Maintain accurate records of Fellow projects, service hours, and evaluations.
- Assist with grant reporting by collecting Fellow cohort data and success stories.
- Support the development of program materials, communications, and impact reports.
- Ensure smooth logistics for events, training sessions, and program activities.
- Capture (or collect from Fellows) photographs, videos and photo releases in order to build a library of marketing materials.
- Gather and maintain updated records for Fellow and alumni data (e.g., current mailing address, accurate emails, birthdays, etc.)
- Assist the Executive Director with onboarding tasks such as administering background checks, enrolling Fellows in the payroll system, preparing electronic forms and spreadsheets, and other tasks as assigned.

Alumni Engagement & Development (10%)

- Maintain and grow connections with all ASF Alabama "Fellows for Life" (alumni), with a primary focus on Fellows currently in Alabama.
- Create opportunities for alumni to mentor current Fellows, serve as speakers, or host training sessions.
- Support initiatives that strengthen the Fellow for Life alumni network, such as events, communications, and storytelling.

- Collaborate with the Executive Director to highlight alumni impact in fundraising, communications, and outreach.

Other Duties (5%)

- Collaborate with the Development Manager and Executive Director on donor engagement and communications as needed.
- Assist with organizational events, board meetings, and other tasks that advance ASF's mission.

WHO YOU ARE

While educational and professional backgrounds may vary, strong candidates will share characteristics that align with ASF's values:

- **Collaborative** – ASF bridges community nonprofits and academic institutions. We value those who can nurture partnerships, coordinate multiple stakeholders, and ensure a range of perspectives are heard in order to move toward shared action.
- **Proximate** – We believe lasting solutions come from understanding communities firsthand. We seek individuals who are comfortable working across differences, who value lived experience, and who bring diverse perspectives that reflect the communities where we live and serve.
- **Curious** – Effective community engagement requires humility and a willingness to learn. Team members should be eager to gather information, listen to lived experiences, research best practices, and adapt strategies. We value people who can admit when they don't have all the answers, yet move forward with courage and openness.
- **Strategic and Detail-Oriented** – As a small nonprofit, we need team members who can see how their role fits into the larger mission while also breaking down goals into clear, actionable steps and following through with accountability.

QUALIFICATIONS

- Bachelor's degree required; Master's degree in public health, counseling, social work, public administration, or another related field will be most closely aligned with the skill set. However, extensive (7+ years) experience working with health, education or social service agencies can replace a graduate degree.
- 2+ years' experience in program coordination, higher education, community engagement, or nonprofit management with a specific skill in project management with community-based programs that included goal-setting and collaboration.
- Strong organizational, time management, and multi-tasking skills.
- Excellent written and verbal communication skills; facilitation experience preferred.
- Demonstrated ability to be nurturing and to hold people accountable with past supervisory experience recommended; experience mentoring students preferred.
- Professionalism, integrity and a commitment to organizational values when collaborating with external and internal stakeholders, including ASF Board members and Advisory Council members.

- Ability to work independently and collaboratively in a small, mission-driven team.
- Commitment to diversity, equity, inclusion, and serving under-resourced communities.
- Proficiency with Microsoft Office Suite, Google Workspace, and basic data management tools; virtual meeting software proficiency, including Microsoft Teams and Google Meet; Constant Contact, Asana, and experience with Canva or similar tools preferred.
- Flexibility in work hours; occasional evenings/weekends required for events or training sessions.
- 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.

OTHER REQUIREMENTS

Work will be in a hybrid work environment; generally work is within the hours of 8am-6pm but does require flexibility in scheduling, with some evening and weekend work required in order to meet with students outside of their class time. There will be occasional travel within the state; a valid driver's license, reliable transportation, and proof of automobile insurance is required. Clearance of an investigative background check is also a prerequisite for hiring.

SALARY/BENEFITS

The position is a full-time, salaried role at 40 hours per week. It qualifies for paid time off, nine (9) designated holidays, and three (3) personal holidays. Additional benefits include a flexible remote schedule, mileage reimbursement for travel, professional development opportunities, a health insurance stipend, and retirement benefits.

TO APPLY, please submit your cover letter and resume via email to director@asfalabama.org with "Program Coordinator" in the subject line. Interviews will be offered on a rolling basis. The position is anticipated to begin in early- to mid-December 2025.

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 factors prohibited by applicable law.