

# Join Our Team!

The National Organization of State Offices of Rural Health (NOSORH) is seeking an Education Coordinator who will support NOSORH's efforts to provide innovative, high-quality, and engaging educational resources for State Offices of Rural Health and other rural stakeholders. NOSORH is powered by a State Offices of Rural Health Board of Directors and is dedicated to improving rural health. Competitive salary, flexible work schedule and flexible benefits available.



*Keys to a successful applicant:* you are a solution-focused, independent thinker who enjoys exploring new models of delivering educational offerings. You enjoy working on a variety of projects and learning about new topics that impact rural health. You excel at explaining a wide variety of issues, verbally and in writing, and uncovering existing resources for rural stakeholders.

## Summary:

The Education Coordinator (EC) will support the accomplishment of the NOSORH educational, engagement, and evaluation strategies. The EC will work directly with the State Offices of Rural Health (SORH), organizational partners, contractors, and committees to provide high-quality educational opportunities.

## Job Requirements:

Knowledge of Microsoft Office 365 is required. Must work collaboratively with staff, volunteers, members, committees, partners, funders, and investing partners from a remote home office. Must be willing and able to learn and work independently. Excellent verbal and written communication skills. Must have the ability to quickly establish and nurture collegial working relationships. Occasional overnight travel may be required.

## Education/Experience:

Bachelor's degree in a related field or combination of education and related experience. Experience working with multiple stakeholders to plan, develop, compile, and disseminate educational resources (including experience teaching or delivering educational presentations) is required. At least two years of experience working with or in a SORH and/or Primary Care Office is required. Knowledge of educational planning processes and digital meeting platforms (Webex, Zoom, RingCentral, etc.) is required. Expertise in addressing social determinants of health and growing health equity is preferred.

## Other Requirements:

Applicant must be willing and able to provide a professional home office including all basic equipment (including reliable internet service) and software to maintain confidential, professional representation of the organization. Must be willing to balance working independently in a remote, collaborative team to build consensus, plan resources, brainstorm ideas, and be solution and member-focused.

## How to Apply:

Interested candidates should submit a cover letter, resume, at least three references, and salary requirements to Donna Pfaendtner, NOSORH Operations Director, at [donnap@nosorh.org](mailto:donnap@nosorh.org) by April 25, 2022.

# Education Coordinator: Job Duties & Attributes

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Exempt Position

Reports To: Director of Programs and Evaluation

Supervisory Responsibilities: None

## Duties:

- Works with members, committees, and staff to cultivate high-quality, engaging educational and mentoring resources for SORH and their partners.
- Assists in assessing member needs and planning of resources responsive to those needs, including the identification and feasibility of new resources.
- Works with members, committees, and staff to compile fact sheets, issue briefs, manuals, toolkits, or other written resources.
- Supports the identification of model programs, promising practices, expertise, and mentoring opportunities.
- Develops learning objectives, program agendas, and activity itineraries, and works with NOSORH staff to ensure appropriate publicity for all assigned educational activities.
- Prepares informative, easy-to-understand reports, fact sheets, issue briefs, and digital content.
- Supports staff on various NOSORH committees, learning communities and other workgroups.
- Supports grant writing activities of NOSORH.
- Represents NOSORH at various conferences, meetings, and conference calls.
- Other duties as assigned.

## Attributes

- Productivity – manages a fair workload. Takes on additional responsibilities as needed and appropriate. Manages priorities. Develops and follows work procedures. Manages time well.
- Creativity and Learning – displays and cultivates a willingness to learn, seek resources, share information, and apply innovative and constructive methodology to support learning for members and other staff and colleagues of the organization.
- Professionally represents the organization in public with vendors, members, contractors, partners, and funding agencies.
- Willingness to support the work of the organization, other staff, and volunteers. Supports the roles of contractors, staff, the board, partners, and funding organizations in accomplishing the mission and the annual work plan while meeting federal requirements. Recognizes and respects the responsibilities of all colleagues. Flexible in waiting for decisions and revising approaches as needed.
- Member-focused – displays enthusiasm and innovation for member service, mission, and core values of the SORH and NOSORH.