

Position: Program Coordinator, AmeriCorps RHSC

Classification: The Program Coordinator is subject to the provisions of the Fair Labor Standards Act.

Salary: \$40,000 - \$42,000

Fulltime, 35 hours weekly

Benefits: paid holidays, sick days, vacation days, employee health insurance, retirement plan, EAP, life insurance.

Reports to: Director, AmeriCorps RHSC

General Duties and Responsibilities: The Rural Health Service Corps (RHSC) is an AmeriCorps program run by the Rural Health Network of SCNY (RHN). The AmeriCorps RHSC Program Coordinator will support AmeriCorps State and National and VISTA programming, working cooperatively with both the AmeriCorps RHSC Director and Assistant Director. The Coordinator will primarily be responsible for managing the AmeriCorps RHSC social media accounts, attending recruitment events, organizing service projects, and supporting members.

Supervisory Responsibilities: May supervise VISTA leader, if actively enrolled.

Specific Responsibilities: The responsibilities of the Program Coordinator include, but are not limited to, the following:

- **Marketing and Recruitment (40%)**
 - Create, maintain, and expand marketing including social media to reach potential candidates by working with RHSC Staff and RHN Communications team to deliver regular messaging
 - Maintain accurate website listings through regular contact with RHSC Assistant Director
 - Promote all RHSC position openings through direct recruitment strategies:
 - Register for and attend health/volunteer/career fairs
 - Participate on civic engagement panels
 - Establish and maintain relationships with local college, non-profit, and community contacts
 - Participate as a member in VAST meetings (Volunteer Administrators of the Southern Tier)
 - Attend other networking opportunities

- **Program and Member Management (40%)**
 - Review and approve VISTA member timesheets
 - Training and Support:

- Provide orientation and enrollment assistance to new VISTA members and supervisors
 - Provide ongoing support to both VISTA members and supervisors via monthly (some virtual) team and individual meetings (shared with VISTA Leader)
 - Organize and implement 5 or more service projects annually
 - MLK Day of Service
 - Annual Volunteer Fair (with United Way)
 - I Love My Park Day
 - 9/11 Day of Service and Remembrance
 - Additional local service projects at RHN or partner sites
 - Attend annual NYS AmeriCorps Member Service Summit
 - Professional Development and Compliance:
 - Participate in Diversity Equity Inclusion efforts for both RHN and AmeriCorps
 - Participate in relevant conference calls, webinars, and trainings to maximize learning of AmeriCorps regulations
 - Work with RHSC Director to respond to VISTA compliance monitoring inquires
 - Programmatic Reporting - Collect member data to report on quarterly basis
- **Supervision (10%)**
 - Recruit and supervise VISTA leader
 - **General RHSC and RHN Duties (10%)**
 - Support grant-writing initiatives for both AmeriCorps, VISTA, and private matching funding opportunities
 - Provide effective, collaborative, inter-organizational service and leadership
 - Data collection/entry and the timely submission of all required reports and evaluations.
 - Serve as a member of the RHN staff team and seek ways to continuously improve and support the work of RHN. Seek tangible, effective ways to integrate and apply all RHN services to provide the maximum benefit to those served.

Work Environment and Conditions:

- **Location:** Office space at Rural Health Network (455 Court St in Binghamton) with some hybrid/ remote flexibility upon supervisor approval
- **Physical demands:** Daily computer use, standing at events, occasional physical activity at service projects includes transporting materials.
- **Travel (25%):** Local and regional (NYS) travel mostly during M-F daytime hours (25% of the time may be scheduled at events outside of the office).

Qualifications:

- **Required knowledge, skills and abilities:**

- Must be flexible working both in-person and remote.
- Fully vaccinated and boosted against COVID-19 per RHN policy.
- Must clear National Service Criminal History Check (includes FBI fingerprinting)

- **Required education and experience:** Bachelor's Degree in health or human services or related field. At least one year of related experience.

- **Preferred education and experience:** AmeriCorps Alum highly preferred. Experience with AmeriCorps programming preferred.

- **Additional Requirements:**

- Valid driver's license and reliable vehicle (mileage reimbursement)
- Fully vaccinated and boosted against COVID-19 per RHN policy.
- Must clear National Service Criminal History Check (includes FBI fingerprinting)

Rural Health Network of South Central New York (RHN) is a regional nonprofit organization based in Binghamton, NY that works to advance the health and well-being of rural people and communities. Rural Health Network has promoted equity and advocated for the right of rural residents to have access to affordable healthcare at the local, county, regional, state and federal levels for over twenty years. Our organization prides itself on coordinating services with partners and collaborating across systems and borders. Our expertise in rural issues, healthcare access, chronic disease management, AmeriCorps, and programs addressing social determinants of health, including transportation barriers and food security, are widely recognized in the region. Strong partnerships across local and state government divisions, healthcare providers and systems, education systems, private businesses, and community-based organizations form the basis for program innovation and efficiency. Prioritizing diversity, equity, and inclusion in all aspects of our work makes us more effective at achieving this mission.

Rural Health Network commits to creating an environment of belonging rooted in our shared values by:

1. Embracing the diversity within rural communities in South Central NY
2. Working in partnership with historically underserved populations
3. Recruiting and supporting a diverse workforce and Board of Directors

EEO Statement: Rural Health Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

How to Apply: <https://form.jotform.com/RHNSCNY/rural-health-network-application->

Please submit resume and cover letter with application.