



Job Posting

Program: Center of Excellence for Integrated Care

Position: Part-time Program Coordinator

About the Foundation for Health Leadership and Innovation:

Founded in 1982, the Foundation for Health Leadership & Innovation (FHLI) is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving the overall health and well-being of North Carolinians. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. FHLI is an organization positioned to be an effective bridge-builder that can make connections and facilitate collaborations to help elevate the voices of all North Carolinians to drive transformational change. Rooted in the Foundation for Health Leadership & Innovation's (FHLI) mission to advance affordable and sustainable quality health services to improve the overall health of communities in North Carolina and beyond, the Center of Excellence for Integrated Care (COE) is a program of FHLI that enhances behavioral health care in North Carolina through workforce development, practice transformation, and advocacy.

About the Position:

The Foundation for Health Leadership and Innovation is seeking a 10-15 hour, part-time Program Coordinator to provide administrative support for its Center of Excellence for Integrated Care (COE). The Program Coordinator will report to the Director of the Center of Excellence for Integrated Care. The person in this role will support the COE team with partner coordination, scheduling, meeting organization, program communications, and event management for implementing behavioral health projects.

Job Duties and Responsibilities:

1. Provide meeting administrative support by developing meeting agendas, taking meeting notes, and preparing meeting notes for post-meeting distribution to attendees.
2. Provide internal meeting coordination by contacting internal partners and evaluating calendars to propose and schedule meetings.
3. Provide external meeting coordination by creating, distributing, and evaluating polls to schedule meetings and send event invites.
4. Develop event registration forms, track and record attendance at trainings and events, and generate attendance and evaluation reports.
5. Draft email and letter correspondence for partner communications.
6. Manage program social media accounts (Twitter and LinkedIn), maintaining weekly social media posts.
7. Prepare media content (e.g., press releases, reports) and organize distribution.
8. Update program website content as appropriate.
9. Design program content (e.g., presentations, reports, informational flyers, event invitations, etc.) for distribution in Canva or similar platform.



Experience, Skills, and Qualifications:

- Minimum of 1 year experience providing direct administrative support.
- Strong proficiency in managing multiple user calendars in Microsoft Outlook.
- Proficiency in using Microsoft Office products, Wordpress, Doodle, Canva (or similar), Google Suite, and SurveyMonkey. Experience with SEO optimization preferred.
- Demonstrated experience managing organizational social media accounts.
- Excellent organizational, writing, and problem-solving skills.
- Strong interpersonal communication skills, including asking questions and requesting support as needed.
- Ability to take direction and instruction and work independently and proactively on tasks.
- Willingness to actively contribute as a team member on collaborative tasks in pursuit of shared goals.

Additional information:

This position will be a part-time, hourly position in a remote working environment. The Program Coordinator can expect to work 10-15 hours per week, which will vary based on COE program activities. The work will be flexible with the option to complete some tasks outside of traditional office hours, though some work will take place during traditional work hours, (e.g., attending meetings virtually and taking notes, typically on Friday mornings for COE's routine events).

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

Compensation:

This position is an hourly, part-time position without company benefits. The expected hourly rate is \$25 per hour.

To apply:

Interested applicants should send a cover letter, resume or curriculum vitae, reference list (three), and at least three work samples (e.g., agendas, meeting notes, correspondence, social media or design content that you worked on independently) to: recruitment@foundationhli.org. Please use the subject line "Application COE Program Coordinator". FHLI will only review submissions that include all requested materials. Please be assured that FHLI will not contact references without applicants' explicit permission.

This position is open for immediate hire. Top candidates will be invited to a remote screening interview, and finalists will participate in a remote panel interview. Submissions will be accepted until position is filled.

Please contact Dr. Amelia Muse, amelia.muse@foundationhli.org, with questions.