

Bronx-Westchester Area Health Education Center  
Job Description

Position: Director of Center Programs  
Location: Lehman College: 250 Bedford Park Boulevard West, T3, Rm113  
Bronx, New York 10468  
Reports to: Executive Director, BW AHEC

**SUMMARY:**

To ensure that all Bronx-Westchester AHEC health career and student internship programs, as well as those activities funded by BWAHEC grants, are implemented, monitored and evaluated to meet the overall organizational goals and standards of the BW AHEC board of directors. This position requires travel throughout the Bronx, Westchester County and the New York Metropolitan area, and as may be needed.

**RESPONSIBILITIES:**

- Develops, implements and administers multiple and diverse programs in health careers education, student internships, and healthcare workforce professional development. These may include:
  - Internship programs for high-school, college, and health professional students.
  - Career exploration programs for K-12 (i.e.: panel discussions at schools).
  - Academic and career development programs (i.e.: college admissions, SAT prep, financial aid)
  - Continuing education programs.
- Collects quarterly and annual program data, and maintains quarterly and annual reporting data in the AHEC Track system to document program activity and conference/training evaluation procedures.
- Works with the Executive Director to monitor and evaluate all implemented programs in the Bronx and Westchester areas and to ensure that all programs are operating optimally and achieving measurable outcomes.
- Coordinates technical assistance workshops for grantees and partnering community-based organizations in underserved areas.
- Works with Executive Director to develop program descriptions for grant applications and funding reports. Submits required program funding reports to Executive Director for review and submission to funders.
- Coordinates publication of an AHEC center newsletter and assists in the development and maintenance of a comprehensive website.
- Assists the Executive Director in developing long term strategic and sustainability plans for the BW AHEC.
- Serves as a liaison between participating partners including schools, hospitals, community health centers and community based organizations. Represents the agency on Task Force meetings and work groups.

**EDUCATION REQUIRED:**

- Master's Degree, preferably in public health or education.

Continued on next page

**EXPERIENCES AND/OR SKILLS REQUIRED:**

- Minimum of two (2) years related experience required in program coordination and monitoring.
- Demonstrated experience in: health careers/health education programming for underserved communities. Experience in student placement related efforts a plus.
- Demonstrated experience in program development, monitoring and evaluation.
- Demonstrated organizational, communication, and interpersonal skills.
- Demonstrated comfort with continuous development of community partnerships, community outreach, and ability to advocate the BW AHEC's mission and goals in underrepresented communities.
- Demonstrated proficiency with computers, including but not limited to Microsoft Word, Excel, MS Access, PowerPoint.
- Demonstrated ability to work effectively as a member of a team; with staff; associates; and internal and external constituents.
- Capacity to exercise sound judgment in selected areas with little benefit of precedent.