



**Title: Education & Services Director – Telecommuter - EXEMPT POSITION**

*Submit letter of interest, resume and list of references to Donna Pfaendtner, Administrator [donna@nosorh.org](mailto:donna@nosorh.org) and mail to the address below no later than October 19, 2015 at 5 PM eastern.*

**Summary:** Reports to the Executive Director. This position will direct a broad range of NOSORH activities for the professional and leadership development of State Offices of Rural Health. Responsibilities include the development and accomplishment of the NOSORH educational and engagement strategies. The position has direct responsibility to work with the Executive Director to establish goals, oversee and supervise staff responsible for planning and evaluating educational and engagement activities, to engage and educate members including mentoring and support of new members. These educational and engagement activities include but aren't limited to webinars, meetings, learning communities, mentoring and documentation of promising practices.

**Environment:** NOSORH is a growing, small staff association dedicated to a mission to promote the capacity of State Offices of Rural Health to improve health care in rural America through leadership development, advocacy, education and partnerships. All staff are required to maintain a professional home or other remote office and to work collegially with every member, staff team member and partners. Travel by air and car is required.

**Relationships:** Works directly with several member committees, supports staff to achieve program objectives and ensure member engagement, builds collegial relationships with contractors, partners and members. Understands and fosters the engagement and needs of the members throughout all aspects of organizational activities. Serves as a “go to” resource for members and staff. Works closely with the Communication and Development Coordinator on newsletters, social media, the website and other efforts to engage members, works closely with the TA Director on building member capacity and oversees the work of the Special Projects Coordinator and other staff to coordinate meeting planning and other special projects. Together with the Administrator acts on behalf of the Executive Director.

**Requirements:** Experience strategizing and overseeing educational and/or engagement programs and activities, assessing needs, planning programs and evaluation efforts. Team management skills are required. Five years' experience directing or planning educational activities required. Must have exceptional program management, listening, verbal and written communication skills. Experience working in state funded program, rural, public or community health preferred. Bachelor's degree in related field preferred.

## **Duties:**

- Development of educational and engagement strategies to identify and build key proficiencies of members through engagement, education, technical assistance and mentoring.
- Oversees all aspects of educational programs of the organization to ensure the accomplishment of NOSORH educational strategy, high value educational meetings, webinars, technical assistance and other services for SORH and their partners. Work with members, committees and staff to cultivate high quality, engaging educational and mentoring resources for SORHs and their partners
- Ensures assessment of member needs and plans resources responsive to those needs including the identification and feasibility analysis of new resources.
- Identifies model programs, promising practices, expertise and mentoring opportunities of members.
- Works with the Administrator and other NOSORH staff to propose a budget and work plan for educational activities and services on annual basis.
- Ensure proper oversight of all learning objectives, program agendas, activity itineraries and work with NOSORH staff to ensure appropriate publicity for all educational activities.
- Provides and coordinates NOSORH, consultant and partners' efforts to ensure direct technical assistance and training for members.
- Directs the planning and implementation of meaningful evaluation of all NOSORH professional development activities and events.
- Prepares informative, easy to understand reports for the NOSORH Executive Director, members and Board.
- Lead staff for various NOSORH committees, learning communities and other workgroups.
- Supports the development of effective linkages with other key organizations in meeting the mission of NOSORH through the development of partnership activities which educate and inform state offices of rural health and their state partners.
- Represent NOSORH at various conferences, meetings and conference calls including ORHP regional calls.
- Supports grant writing activities of NOSORH.

NOSORH is an equal opportunity employer.