

**Southwest Georgia Area Health Education Center
SOWEGA-AHEC
1512 W 3rd Avenue
Albany, Georgia 31707**

POSITION TITLE: Health Careers Coordinator

IMMEDIATE SUPERVISOR: Executive Director

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Contact counselors/teachers to schedule health careers presentations for middle and high school students.
- Create and present meaningful, engaging, and age-appropriate programs for educating and recruiting students into the various healthcare careers, SOWEGA-AHEC programs, and services.
- Maintain current knowledge of health careers and trends in the healthcare industry.
- Facilitate good communication that fosters strong partnerships with the schools within the 38 counties.
- Assist with planning, organizing, and implementing focused, intensive programs that will expose students to an array of health careers.
- Update ADMS with presentations delivered and student information.
- Conduct after-school programs for students when appropriate.
- Counsel students interested in pursuing a career in healthcare.
- Support the Continuing Education and Distance Learning Coordinator.
- Coordinate a Georgia Farmworker Health Project each summer.
- Perform other duties as assigned.

RELEVANT KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of health careers preferred.
- Good planning, organizational, execution, communication, and computer skills.
- Ability and desire to effectively work with and relate to students in grades 1–12 and college.
- Creative and independent worker.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Willingness to travel
- Enjoy working with students in grades 1-12 and college.
- Flexible hours of work (some evening and weekend work required).
- Have a reliable car.

INTERESTED CANDIDATES

- Submit COVER LETTER and RESUME to info@SOWEGA-AHEC.ORG.