

Program Specialist
University at Buffalo, The State University of New York

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Posted Oct. 31, 2019, set to expire Mar. 1, 2020

Job Title	Program Specialist
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 31, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Grant Writer/Technical Writer Communications/Public Relations Administrative Support/Services
Job Website	http://www.ubjobs.buffalo.edu/postings/22419

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Job Description

Overview: Assist in the successful completion of New York State AHEC System health workforce development projects via programmatic advocacy and support services.

Duties/Responsibilities:

Outreach

- Develop Outreach Calendar of activities for the NYS AHEC System Statewide Office
- Facilitate outreach activities (i.e. presentations, community events, job fairs, health fairs, etc.) to promote brand awareness and potential collaboration opportunities for the New York State AHEC System.
- Build and maintain effective relationships with community partners and stakeholders (i.e. state officials and staff members, representatives of appropriate state agencies, and state associations and

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organizations) regarding New York State AHEC System programs, activities and policy priorities.

Advocacy

- Coordinate federal and state legislative advocacy efforts to ensure continued funding and support for the New York State AHEC System.
- Maintain Legislative updates and roster of constituents for dissemination to the NYS Area Health Education Centers/Regional Offices.
- Support Sr. Program Developer with the creation/generation of NYS AHEC System program promotion one-pagers for legislative advocacy.

Administrative Support

- Coordinate all aspects of statewide Advisory Board, Executive Council and project-specific events (e.g. meeting arrangements, developing/drafting communications, managing details at meetings, recording minutes for executive council and advisory board meetings).
- Actively participate and contribute in meetings to promote New York State AHEC System, initiatives and strategic plan.
- Manage all incoming email requests for information and answers primary phone line for the New York State AHEC System Statewide Office.

Program Support

- Assist with the identification and recommendation of grant opportunities to further support and advance the overall mission, vision and goals of the New York State AHEC System.
- Support Senior Program Developer with the preparation of state and federal reports detailing project accomplishments and barriers.
- Assist Senior Program Developer with updates to the New York State AHEC System website and other digital platforms as needed for content that is reflective of New York State AHEC System's current priorities and linkages.
- Assist Statewide Office team with other various assigned projects as needed in support of AHEC goals and objectives.

Communications Content

- Compose a wide range of documents to support online platforms including web sites, blog posts, and social media as well as printed materials including newsletters and other communications.
- assist in developing media relations content including press releases and media statements

Contact Information



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Contact

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