

Senior Program Specialist, Family Medicine
University at Buffalo, The State University of New York

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Posted Dec. 29, 2023, set to expire Aug. 4, 2024

Job Title	Senior Program Specialist, Family Medicine
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 29, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services Grant Writer/Technical Writer Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/47308

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Job Description

The [Department of Family Medicine, Area Health Education Center System \(AHEC\)](#) is seeking to hire a **Senior Program Specialist** to assist in the successful completion of New York State's AHEC System health workforce development projects via programmatic coordination/facilitation, outreach, community advocacy and support services.

Responsibilities include:

- Development of continuing education trainings and workshops for current healthcare provider workforce and health professions student engagement/participation.
- Facilitation of community engagement training for various funded programs offered by the NYS

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AHEC System statewide office.

- Facilitate workshops and tabling events of the DOL funded FARE grant for successful completion of all activities, ensuring objectives and goals are met as outlined in the workplan.
- Serve on new community initiatives taskforce committee led by the NYS AHEC system statewide office in spearheading efforts to develop/implement and seek seed funding for pilot Jr. SWAG - Student Athletes with Academic Goals program.
- 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 organizations) regarding New York State AHEC System programs, activities and policy priorities.
- Monitor/follow-up with center/regional office advocacy activities and engagements for continued statewide brand awareness of the NYS AHEC System
- Assist with the identification and recommendation of grant opportunities to further support, expand and advance the overall mission, vision, and goals of the New York State AHEC System
- Assist the Associate Director of Development and Evaluation with the preparation and submission of grant proposals, LOI, etc. to support funding sustainability of the NYS AHEC System.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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