



Program Coordinator

FLSA CLASSIFICATION: Part Time. Non-Exempt.

SUPERVISOR: CEO or Director Level position

Nevada Primary Care Association:

Nevada Primary Care Association (NVPCA) is a 501 (c)(3) nonprofit organization in Carson City, NV. NVPCA was founded in 1995 and is the federally designated primary care association for the State of Nevada, and a Title X family planning services grantee working primarily with Community Health Centers and other safety-net provider clinics. Our mission is to advocate for, broaden and strengthen the health center network. We accomplish this through policy work, training and technical assistance, and program management. NVPCA believes in team-based work in our mission-driven learning association to achieve operational excellence and an inclusive environment. Work-life balance is an essential piece of NVPCA’s culture.

At NVPCA, diversity, equity, and inclusion are at the core of who we are. Our work is embedded in the Community Health Center movement and a commitment to these values is unwavering – across all of our work and in service to our members. The values are central to our mission and to our impact. We believe having diverse perspectives helps generate better ideas to solve the complex problems of a changing—and increasingly diverse— community of community health centers NVPCA staff all adhere to the following Core Values:

NVPCA Core Values and Expectations of Employees
• Service-oriented, Positive Attitude, Committed to the Mission
• Trustworthy, Adheres to Ethics and Compliance Standards
• Collaborative, Team-oriented, Respectful Communicator
• Productive, Consistent, Efficient
• Knowledgeable and Open to Learning
• Accountable and Uses Good Judgement
• Resourceful, Innovative, Inclusive

Position Summary:

The Program Coordinator will be a primarily internal-facing position who will collaborate with all NVPCA staff. The successful candidate will be providing coordination support to team colleagues and association members, while maintaining a professional demeanor. The Program Coordinator will work closely with Program Managers to support program management, and training and technical assistance addressing the health care needs of low-income and underserved populations. Specific responsibilities within the general scope of the position will be assigned by the Leadership Team.

Position Duties and Responsibilities (may include, but are not limited to):

- Supports the BPHC PCA program by reading, researching, routing correspondence; drafting letters, presentations, and documents; collecting and analyzing information

- Assist PCA directors with grants management activities, including ensuring updates to the work plan monitoring sheets are timely and accurate
- Assist in maintaining NVPCA database and collection of health center data
- Collaborate and assist with preparation of reports, fact sheets, and other project materials
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications
- Organize small internal and external meetings and events
- Attends re-occurring organization, team and subrecipient meetings as scheduled
- Performing additional projects as assigned

Education:

Associate degree required; Bachelor’s degree preferred.

Experience:

Prior work experience supporting grant funded programs. Knowledge of Federally Qualified Health Centers, community-based health care providers, and/or nonprofit associations preferred. Understand and appreciate the health care needs of low-income and underserved populations.

Reasoning Skills:

This person must have strong administrative and organizational skills, the ability to work independently and in collaborative relationships. Be a self-starter, sound decision-maker, have time and task management skills, and solve problems. Diplomatic sensitivity is also critical.

Technology Proficiency:

To perform this job successfully, an individual should have knowledge of Smartsheets and Microsoft Office 365, Constant Contact, and Survey Monkey, and internet research. Proficient in operating remote communications platforms (Teams, Zoom, GoToMeeting)

Required Skills/Abilities:

Possess strong written and verbal skills and attention to detail. Possess excellent time management skills with a proven ability to meet deadlines. Be able to adapt to a continually evolving environment, thrive in a fast-paced, deadline-oriented workplace, and work effectively with others.

Physical Demands:

Frequently maintain a stationary position for two or more hours at a time. Constantly operates a computer and other office productivity machinery. Frequently communicate with staff and members.

Travel Demands:

In-state travel may be required 0-10% of the time.

Other: NVPCA has the right to modify the duties and functions of this job based on the needs of the organization.