



Northern Border Regional Commission

Location: This is a fully remote, work from home position. Candidates may be based anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

Position Title: Rural Healthcare Coordinator

Supervisors: Executive Director & Program Director

Travel Requirements: Periodic travel within the NBRC's territory for stakeholder, staff, and Commission meetings.

POSITION SUMMARY

The Rural Healthcare Coordinator will work collaboratively with NBRC staff and leadership, and Federal and State partners, to develop a J-1 Visa Program to complement the NBRC's broader rural health initiatives in the NBRC's four-state region (Maine, New Hampshire, New York, and Vermont). The J-1 program will largely be modeled after other successful programs currently managed in other regions of the U.S. by the NBRC's peer Commissions.

In addition to the J-1 Program, the Specialist will dedicate a portion of their time to expanding the Commission's understanding of the rural healthcare needs in the NBRC's region more broadly, and will contribute these findings to the Program Team as the NBRC seeks to develop a more proactive rural healthcare grantmaking specialty.

This is a new position at the NBRC, and is an opportunity to develop and maintain a network of rural healthcare expertise, and to directly inform grant-making in support of the region's most urgent healthcare needs.

This position is able to be based anywhere within a NBRC State (Maine, New Hampshire, New York, or Vermont), with periodic in-territory travel for stakeholder, staff, and Commission meetings.

ROLES AND RESPONSIBILITIES

Rural Healthcare Specialist responsibilities include:

- Develop & administer a J-1 Visa program consistent with Federal regulations, and factoring in the needs of NBRC States.
- Undertake a needs assessment of rural healthcare in the NBRC's region, in order to inform development of the NBRC's grant programs. Further, develop a model for the replicability of the assessment to ensure findings remain current and relevant.
- As part of, and in addition to the activities outlined in this section thus far, develop and maintain stakeholder relationships throughout the NBRC's region in service of developing a network of expertise.
- Integrate with the NBRC's Program Team to enable participation in grant administration activities.
- Represent NBRC programs to public stakeholders, and State and Federal partners.

Other tasks: The Rural Healthcare Coordinator will support other Commission functions as needed. For example, this might include project-based work to better understand projects that have gone dormant, updating documents in collaboration with other staff members, or gathering resources for a meeting.

REQUIRED SKILLS AND EXPERIENCE

The Rural Healthcare Coordinator will be an analytical team member with a curiosity about topics in rural healthcare and economic development more broadly. The ideal candidate will have 3-5 years of prior experience in a relevant field:

- Knowledge of the NBRC region's healthcare landscape, and the challenges and opportunities therein.
- Superior communication abilities, including the ability to communicate with a diverse group of individuals.
- Superior analytical ability, detail oriented, and experience in identifying and resolving difficult problems. Superior skills and ability to apply these techniques and resources to analysis of assigned areas.
- Flexibility and versatility: Provide rapid response to varying, often time-pressured assignments; possesses the agility to move quickly between complicated issues.
- Ability to understand new information quickly and thoroughly, to develop new concepts and ways of approaching, identifying, and flagging difficult problems, and to reason logically from the facts available.
- Demonstrates initiative and creativity in relating developments in the assigned program areas to overall program policies.
- Ability to synthesize voluminous materials, and to present ideas and recommendations clearly and effectively, both orally and in writing.
- Ability to organize and present complex analyses and issues in coherent products specifically designed to assist decision-making.
- Ability to handle high stress and potentially confrontational situations in a calm and effective manner.
- Adaptable with respect to changes in work processes and near-term objectives.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$60,000 - \$75,000/annually, depending on the skills and experiences of the successful candidate. This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

To apply: Please submit a resume and cover letter to Molly Taflas, Deputy Executive Director, mtaflas@nbc.gov. Please *do not* include photos or social media links with your application materials.

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

Equal Employment Opportunity Statement

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, gender identity, gender expression, arrest record, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment and personnel actions such as compensation, promotion, benefits, layoffs, or terminations are decided on the basis of qualifications, merit, and business need.