



Healthcare Career Navigator / AHEC Scholars Coordinator Job Description

Location: Mobile Area Education Foundation/Delta Alabama AHEC

Position Summary:

The Healthcare Career Navigator/AHEC Scholars Coordinator serves a dual role focused on healthcare workforce and pipeline development. This position provides healthcare career awareness, outreach, and student support for MAEF Workforce Center participants and K-12 students across Delta Alabama AHEC's 10-county region. The role also includes oversight and coordination of the AHEC Scholars Program, a two-year longitudinal program designed to prepare health profession students to serve in rural and underserved communities. The coordinator will ensure that AHEC Scholars complete all program requirements, including didactic and experiential training, and are connected to academic, professional, and community-based resources that promote their success. While not providing case management, this position plays a critical supportive role in increasing awareness of health careers and connecting individuals to educational and career development opportunities across the region. The Career Navigator will report to the Workforce Development Manager and work closely with the Director, workforce staff, training providers, employers, and community organizations to ensure participants receive the support and resources necessary to achieve their career and educational goals.

Key Responsibilities:

1. Healthcare Career Awareness & Outreach

- Deliver healthcare career exploration sessions to youth enrolled at the MAEF Workforce Center and to K-12 students across the 10-county AHEC region.
- Collaborate with local schools, community organizations, and workforce programs to present healthcare career pathway opportunities.
- Plan and facilitate presentations, site visits, health career fairs, and outreach activities to increase student awareness of healthcare professions.

2. AHEC Scholars Program Implementation

- Serve as the primary point of contact for AHEC Scholars throughout the program year.
- Ensure each Scholar completes the required 40 didactic and 40 experiential hours per year in line with HRSA guidelines.
- Maintain regular communication with Scholars to monitor progress, address challenges and connect them with needed resources or support.
- Coordinate rural and community-based clinical placements and ensure that all earning activities reflect AHEC Core Topics.
- Track participation, collect documentation, and support data entry and reporting in MAEF data systems and ITSavvy.

3. Partner & Community Engagement

- Build and maintain partnerships with healthcare providers, rural clinical sites, colleges, and community organizations to support AHEC Scholars.

- Coordinate regional workshops, clinical rotations, experiential experiences, and educational panels to enhance participant engagement and awareness.
- Represent Delta Alabama AHEC and MAEF in regional outreach efforts and strategic healthcare events.

4. Workshop & Event Facilitation

- Organize and lead workshops on healthcare career readiness and soft/essential skills for future healthcare professionals.
- Support student participation in interprofessional education and rural immersion activities.

Qualifications:

- Bachelor's degree in Public Health, Human Services, Social Work, Counseling, Workforce Development, or related field (relevant experience may be considered in lieu of a degree).
- Minimum of 2-3 years of experience working with youth, career development, health education, or related programming.
- Strong knowledge of healthcare careers and workforce development in rural and underserved communities.
- Excellent communication, organizational, and interpersonal skills.
- Ability to communicate effectively with youth, college students, academic partners, and healthcare providers.
- Proficiency in Microsoft Office Suite, Google Workspace, and data management systems.
- Willingness to travel across a 10-county region and work occasional evenings/weekends.

Preferred Skills:

- Experience working with HRSA-funded initiatives or AHEC programs.
- Familiarity with healthcare training and certification pipelines.
- Knowledge of Alabama's health workforce challenges and rural community needs.

Work Environment:

- Combination of office, remote, and field-based work across the Delta Alabama AHEC 10-county region, including regular visits to schools, colleges, and rural healthcare facilities.

Salary & Benefits:

- Salary: Commensurate with experience.
- Benefits: Health insurance, paid time off, professional development opportunities, and more.

Note:

This job description is not intended to be an exhaustive list of responsibilities. Duties and expectations may be added, removed, or modified at any time to meet the evolving workforce and organization needs.

How to Apply:

Interested candidates should submit a resume and cover letter by June 2, 2025 to staylor@maef.net with the subject line: Healthcare Career Navigator Position.