

Job Title: Continuing Education Specialist (Allied Health programs focused)

Location: Lowcountry AHEC Region, South Carolina

Position Type: Full-Time

Overview:

The Lowcountry Area Health Education Center (AHEC) is seeking a dedicated and skilled **Continuing Professional Development Coordinator** to join our team. This contracted position (20 hours per week) will focus on the coordination of continuing education initiatives primarily for Allied Health professionals, ensuring effective and timely delivery of training programs. You will be an integral part of a team committed to advancing the professional development of healthcare providers in the region. This position offers the opportunity to collaborate with regional healthcare professionals, healthcare organizations, and professional instructors to ensure that our healthcare workforce remains well-trained and up-to-date with the latest best practices.

Key Responsibilities:

- **Program Development & Implementation:** Plan, develop, and deliver education programs for nurses utilizing highly qualified instructors and resources.
- **Collaboration & Coordination:** Work closely with professional organizations, agencies, and educational councils to ensure the ongoing relevance and accessibility of programs.
- **Recruitment & Marketing:** Promote continuing education opportunities, recruit participants, and provide necessary continuing education credits.
- **Needs Assessment:** Conduct surveys and consult with healthcare professionals to assess the educational needs of the community.
- **Distance Education:** Assist in the development and implementation of distance learning opportunities to expand access to education.
- **Administrative Support:** Handle a range of administrative duties including preparing reports, managing data, and processing records.
- **Stakeholder Engagement:** Represent AHEC in community and professional meetings and participate in initiatives addressing healthcare needs in South Carolina.

Qualifications:

- **Education:** Bachelor's degree in Health Education, Social Sciences, or a related field.
- **Experience:** 2-3 years of experience in health education preferred.
- **Skills:** Strong organizational, communication, and presentation skills. Proficient in Microsoft Office Suite and other relevant software.
- **Driver's License:** Must have a valid state driver's license.

Physical Requirements:

- Ability to exert moderate physical effort, including lifting up to 25 pounds.
- Tasks may involve extended periods at a workstation or keyboard.

Why Join Us?

- Opportunity to make a meaningful impact on healthcare education in your community.
- Collaborative and supportive work environment.
- Competitive salary and benefits package.

Job Type: Contract

Pay: \$23.00 - \$28.00 per hour- based on education and experience

Expected hours: 20 hours per week

Ability to Commute: Walterboro, SC 29488 as needed

How to Apply:

Please submit your resume, cover letter, and references to LCAHECadmin@lcahec.com. We are committed to diversity and encourage candidates from all backgrounds to apply.

Deadline: Applications will be reviewed on a rolling basis until the position is filled.

Lowcountry AHEC is an Equal Opportunity Employer. We encourage individuals of all backgrounds to apply.