



MINNESOTA NETWORK OF  
HOSPICE & PALLIATIVE CARE

Minnesota Network of Hospice & Palliative Care strives to ensure that everyone has the help they need to live and die according to their wishes. We provide education and advocacy around serious illness and end-of-life care.

**POSITION TITLE:** Program Coordinator

**CLASSIFICATION:** Non-Exempt, Part-Time

**REPORTS TO:** Executive Director

**POSITION OVERVIEW:** This position coordinates serious illness and end-of-life programs for health care professionals and the public. Programs include continuing education programs for hospice and palliative care professionals as well as a grant funded community outreach, education, and consultation program for the public.

**ESSENTIAL JOB FUNCTIONS:**

**Program Coordination (70%)**

- Organize and convene subject matter experts to review and develop educational resources and materials
- Plan logistics and facilitate meetings with education partners
- Coordinate the development of tools, resources, and education materials for public education purposes
- Staff the MNHPC Education and Training Committee
- Coordinate interdisciplinary continuing education programs and applications for program approval
- Coordinate event and program planning and logistics
- Track and report program data

**Grant Coordination (15%)**

- Track grant budget and timelines
- Assist with program evaluation and grant reporting
- Assist with identifying funding opportunities
- Develop grant proposals

## **Membership and Community Outreach and Communications (15%)**

- Develop relationships and partnerships with MNHPC members and external stakeholders
- Establish partnerships with community organizations seeking education
- Conduct marketing and outreach to members and the public
- Develop content for the MNHPC website and other education platforms
- Develop content for MNHPC newsletters and marketing materials

### **RELATIONSHIPS:**

- Works closely with Executive Director, Communications and Development Manager, and Administrative Coordinator

### **EQUIPMENT USED:**

- PC office computer, copy machine, fax machine, scanner, printer and basic office equipment

### **JOB QUALIFICATIONS:**

- Bachelor's degree preferred
- Experience delivering education programs and/or coordinating grant funded work
- Excellent verbal and written communication skills and active listening skills
- Strong attention to detail and organization
- Experience or demonstrated interest in education and advocacy in healthcare, gerontology, social work, public health or similar field
- Works well with a team

### **COMPENSATION**

\$20 to \$25/hour, Part-Time

### **Please submit a resume and cover letter via email to:**

Jessica Hausauer, PhD, Executive Director  
Minnesota Network of Hospice & Palliative Care  
[jessica@mnhpc.org](mailto:jessica@mnhpc.org)

Please include in the email subject line: **Application for Program Coordinator Position**

