



Position Title: Research and Support Specialist

Reports to: Tobacco Program Manager

Office Location: Tallahassee, Florida

Description: The Research and Support Specialist supports the organization by conducting literature research and data analysis for all AHEC and RHN programs or for grant applications. The Research and Support Specialist provides tangible support for all programs and is cross trained to support specific programs goals and deliverables.

Job Responsibilities:

- Co-coordinates the AHEC Scholars program
- Coordinates our continuing education reporting to various professional boards
- Conducts literature research and prepares presentations assigned by the Executive Director or program managers
- Writes grants
- Gathers and maintains data for grant writing and grant support
- Conducts data analysis / reporting for federal program and other programs
- Create infographics, charts, graphs, and other graphics to display data for presentations, reporting and meetings
- Edits, creates and upkeeps educational webinars
- Maintains, creates and modifies surveys to be used for continuing education courses (as well as other courses)
- Oversees documentation upkeep for various reporting

Minimum Education Requirements: Bachelor of Science

Specific Knowledge and Skill Requirements:

- Microsoft Office Suite (specifically, Microsoft Word and Microsoft Excel)
- Working knowledge of CEBroker and various reporting requirements of boards BBAHEC is certified to provide CEUs for
- Able to maintain orderly, organized files both digitally and hard-copy
- Able to quickly learn new databases (STARS, TFFACT)
- Detail oriented
- Critical-thinker
- Clear communication skills
- Proficient analytical skills

Physical Requirements and Working Conditions: Must be flexible to travel within region and state, and occasionally to national meetings, to work extended hours and on weekends as needed, and to conduct work in both the office and in the field. Must have the physical capacity to lift up to 20 pounds, endure long sessions on the computer, and communicate effectively. Must be tobacco-free.

If interested in applying for this position, please email CV/Resume to:

DSingletary@bigbendahec.org