



**AHEC OF SOUTHERN NEVADA  
JOB POSTING  
August 8, 2008**

**Position/Job Title:**

Continuing Education Program Manager

**Department:**

PED

**Reports to:**

Deputy Director

**Salary Range:**

\$40,000-\$42,000

**Position Description:**

The Continuing Education Program Manager ascertains the unmet continuing education needs of health professionals within Southern Nevada. The Continuing Education Program Manager then develops, implements and evaluates continuing education programs to meet those needs. See job description at H:\Human Resource\Job Folders\Professional Education Department\Continuing Education Program Manager.

**Qualifications:**

Qualified applicants will possess a Masters degree in nursing or health related field, or Bachelor's degree with documented significant experience in health or education programming acceptable. Be proficient in Microsoft Office, FileMaker Pro or equivalent database, and web browsers. Possess program-planning skills; interpersonal skills; good working knowledge of general office equipment; excellent organizational skills; exceptional demeanor working with internal and external customers; excellent written and oral communication skills; and ability to relate to all types of health professionals. Must provide own transportation and possess a valid Nevada driver's license and current auto insurance. Able to travel independently and some overnight travel may be required.

**Closing Date:**

August 14, 2008

*Please submit your résumé to [HR@snahec.org](mailto:HR@snahec.org)  
or fax to 318-8462  
prior to the closing date listed above.*