

Program Coordinator

Oklahoma Primary Care Association (OKPCA)

Location: Oklahoma City, Oklahoma (In-Person)

Salary Range: \$55,000–\$70,000

About OKPCA

Oklahoma Primary Care Association (OKPCA) supports community health centers across Oklahoma in delivering high-quality, accessible primary care. Our work focuses on strengthening the health center workforce, improving health outcomes, and expanding access to care, particularly in rural and underserved communities.

OKPCA partners with health centers, state agencies, and community organizations to implement programs that improve healthcare delivery and population health across the state.

Position Overview

OKPCA is seeking a highly organized and motivated Program Coordinator to support implementation of a major workforce development initiative and assist with broader nonprofit program and communications activities.

Approximately half of this role will focus on coordinating and overseeing a state-funded workforce grant administered through the Oklahoma Health Authority (OHA) that supports rural Federally Qualified Health Centers (FQHCs) in recruiting, training, and deploying 25 Community Health Workers (CHWs).

The remaining portion of the role will support nonprofit grant administration, communications, and program operations, including social media and outreach activities.

This position is ideal for a self-starter who is comfortable using technology, managing multiple projects, and working collaboratively with health centers and partners across Oklahoma.

Key Responsibilities

Program and Grant Coordination

- Coordinate implementation of OKPCA's Rural Health Transformation Program (RHTP) OHA subrecipient grant supporting Community Health Worker workforce development.
- Track and support participating FQHCs as they hire, train, and deploy Community Health Workers across rural Oklahoma.
- Monitor program milestones, deliverables, and reporting requirements.
- Maintain program tracking systems, documentation, and reporting tools.
- Assist with collecting and organizing program data for reporting to OHA and other stakeholders.
- Serve as a liaison between OKPCA, participating health centers, and partner organizations.
- Coordinate logistics for meetings, trainings, and program activities.

Nonprofit Program and Grant Support

- Provide administrative and coordination support for additional OKPCA grant-funded initiatives.
- Assist with grant reporting, documentation, and compliance requirements.
- Support internal project tracking and program management across multiple initiatives.

Communications and Outreach

- Assist with OKPCA communications, including social media content and program updates.
- Help develop communications to member health centers and partners.
- Support outreach and promotion of workforce and program initiatives.

Qualifications

Required

- Bachelor's degree
- Strong organizational and project coordination skills
- Ability to manage multiple projects and deadlines
- Comfort using technology and digital tools to track projects and manage information
- Excellent written and verbal communication skills
- Passion for public service and improving access to care

Preferred

- Experience working in nonprofit, government, healthcare, or public health settings
- Experience supporting grant-funded programs
- Familiarity with community health centers, rural health, or workforce development programs
- Experience with communications tools or social media management

Compensation and Benefits

Salary range: \$55,000–\$70,000, depending on experience.

OKPCA offers a competitive benefits package and the opportunity to work with a mission-driven team improving access to care for communities across Oklahoma.

If you are passionate about public service and want to help expand the healthcare workforce serving rural communities, we encourage you to apply.