



**ORAL HEALTH KANSAS**  
ADVOCACY • PUBLIC AWARENESS • EDUCATION

**Mission:** To improve oral health in Kansas through advocacy, public awareness and education

**Vision:** Kansas is a national leader in oral health education, prevention and treatment

### Position Description

<b>Job Title:</b> Education Coordinator	<b>Last Revision Date:</b> September 2024
<b>Reports to:</b> Executive Director	
<b>Project Description:</b> <p>In October 2024 Oral Health Kansas is launching a grant project called “Pathways to Oral Health” to enhance access to and utilization of dental care for KanCare members with disabilities as well as address barriers caregivers encounter in delivering and supporting oral health care at home.</p> <p>The project will include three major activity areas:</p> <ul style="list-style-type: none"><li>• A campaign to help more dental offices accept Medicaid and treat people with disabilities. This will include a media campaign, technical support in learning about and enrolling to be a Medicaid provider, and educational programs including Project ECHO to increase providers’ confidence in treating people with disabilities.</li><li>• A campaign to promote usage of the <a href="#">Dental Passport</a> by dental offices and people with disabilities. This will include a media campaign, technical support for dental offices, and outreach to IDD service providers, family members/caregivers, and individuals with disabilities.</li><li>• Training programs for providers and consumers. This will include creating new educational videos about using <a href="#">adaptive aids</a>, bringing <a href="#">Project Accessible Oral Health</a> to Kansas for provider training, expanding the <a href="#">Feeling Good About Your Smile</a> educational program, and growing our outreach and training for other healthcare professionals about oral health and people with disabilities.</li></ul>	
<b>Job Description:</b> <p>The Education Coordinator is responsible for coordinating the educational programs for the “Pathways to Oral Health” project to enhance access to dental care for people with disabilities. The Education Coordinator will lead the work to expand, develop, and deploy a range of educational tools and curricula for people with disabilities, caregivers, dental professionals, and other health professionals. Educational programs include creation of videos demonstrating toothbrushing, creating content for new webpages with educational resources, updating and providing in-person training programs for people with disabilities, designing education program evaluations, helping to create a Project ECHO series, and providing a variety of virtual education programs. The role also will include developing sustainability plans for education programs. The</p>	

Education Coordinator will regularly represent the organization at statewide conferences and meetings, including setting up and managing exhibit booths as well as delivering presentations.

Candidates will enjoy meeting new people and will have a desire to work within a collaborative organization to support education and policy change to enact systems change in the state. Creativity, teamwork, and an entrepreneurial spirit are keys to success in this position. Previous experience working for a nonprofit organization and with grant writing and reporting is preferred.

This is a full-time, grant-funded position that includes health and dental insurance, a Simple IRA, and a generous leave policy. The position is remote but is based in Kansas and requires travel throughout the state.

**Job Requirements**

<p>Minimum education</p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in public health, social science, communications, or related field and/or demonstrated experience aligned with job requirements</li> <li>• Dental hygiene or other dental-related degree preferred</li> </ul>
<p>Minimum Job Requirements</p>	<ul style="list-style-type: none"> <li>• Must be 21 years of age</li> <li>• Frequent travel throughout Kansas</li> <li>• Occasional national travel</li> <li>• Proficiency in a variety of computer applications, including Microsoft Office products, virtual meeting platforms, with the ability to learn new technologies quickly</li> </ul>
<p>Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Serve as the education coordinator for the organization’s grant work on people with disabilities and dental care</li> <li>• Develop, promote, and present new and existing educational programs for people with disabilities, caregivers, and dental and healthcare professionals</li> <li>• Identify, engage and cultivate partners</li> <li>• Maintain community relationships through frequent face-to-face interactions</li> <li>• Occasionally assist consumers with troubleshooting access to care challenges</li> <li>• Create and manage project workgroups as needed</li> <li>• Provide clear program reports to funders, Oral Health Kansas executive director and board, and stakeholders</li> <li>• Manage project grant budgets</li> <li>• Assist with other aspects of Oral Health Kansas’ operations as needed, including grant writing, event planning, and newsletter and website content</li> </ul>
<p>Core Competencies</p>	<ul style="list-style-type: none"> <li>• Strong ability to develop unique, imaginative, and novel approaches to teaching a variety of audiences about oral health</li> </ul>

- Ability to understand and engage audiences, ranging from families to professionals and tailor messages to meet the needs of each
- Strong analytic and communication skills, ability to write clearly and succinctly and make well-organized presentations
- Ability to seek and engage new partners while maintaining existing relationships
- Ability to manage multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment
- Strong organizational and planning skills
- Commitment to producing consistently high quality, detailed work, even under deadline pressure
- Ability to self-direct the work with minimal supervision
- Excellent computer skills, including Microsoft Outlook, Word, Excel and PowerPoint proficiency, as well as social media
- Creativity, flexibility, curiosity, and an open mind
- Previous experience managing and developing statewide initiatives is advantageous

**About Us:**

Oral Health Kansas is the state’s leading consumer oral health advocacy and education organization. We are a nonprofit dedicated to promoting lifelong dental health by shaping policy and educating the public, ensuring that Kansans have optimal oral health. We achieve our mission through advocacy, public awareness and education. Our network of over 1,800 supporters includes dentists, dental hygienists, educators, safety net clinics, charitable foundations, and advocates for children, people with disabilities, and older adults. In Kansas, we see three primary barriers to accessing oral health care: access to a payment source, access to a provider, and access to the resources we all need to be healthy, such as fluoridated water and toothbrushes and toothpaste. To ensure comprehensive access to oral health care, we must address all three barriers through a variety of strategic approaches. Together with our diverse partners, we are working on solutions to overcome these challenges.

[www.oralhealthkansas.org](http://www.oralhealthkansas.org)

**Application procedure:**

Please send a resume and cover letter, along with a writing sample from within the last 12 months, to Executive Director Tanya Dorf Brunner at [info@oralhealthkansas.org](mailto:info@oralhealthkansas.org). Include “Education Coordinator” in the subject line of the email.

Applications received by October 23, 2024, will receive priority consideration.