



Classification Description

Job Title: AHA Program Coordinator

Pay Grade: AP- Hourly

Job Code: CEHR

FLSA Status: Non-Exempt

Job Purpose

This position is responsible for coordinating American Heart Association (AHA) programming offered through the Office of Corporate and Community Education (CE) within the Division of Workforce Education. The position responsibilities include the recruitment, coordination, and delivery of AHA courses, training initiatives, and related CE health programs. This position serves as the liaison to the American Heart Association, ensuring alignment and compliance with AHA requirements and standards.

General Responsibilities

Essential Functions

Responsible for the daily operations of AHA programming.

Coordinates AHA instructor coverage to ensure all training sessions are adequately staffed.

Monitors instructor schedules, confirms availability, and ensures timely and accurate submission of timesheets.

Facilitates program registration and reporting.

Maintains American Heart Association (AHA) training equipment by regularly inspecting and ensuring all materials are in proper working condition.

Tracks inventory levels, identifies supply needs, and communicates detailed purchase requests to the budget administrator to support program continuity.

Ensures compliance with AHA regulations by maintaining up-to-date site evaluations, verifying instructor credentials and certifications.

Facilitates the issuance and distribution of certification cards in accordance with AHA guidelines to maintain program integrity and accreditation. Promotes AHA programs to the local community.

AHA PROGRAM COORDINATOR

Serves as a liaison with internal and external partners to support training delivery.

Collaborates with marketing, ensures the preparation and dissemination of materials promoting training and program offerings.

Collaborates with leadership to establish and maintain both short-term and long-term organizational goals for AHA.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business administration, health science, health care administration, or a related field.

Two (2) years of successful full-time professional work experience in the administration of a corporate training or similar program.

Two (2) years of simulation experience to include competence in planning, implementing, and evaluating programs.

Ability to travel independently to FSW's College campuses and other locations, as needed.

Active AHA certifications in BLS, ACLS, and PALS with instructor designation or ability to secure upon hire.

Certified Healthcare Simulation Educator (CHSE) or Certified Healthcare Simulation Operations Specialist (CHSOS) upon hire or must be obtained within twelve (12) months of hire.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.

AHA PROGRAM COORDINATOR

- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 1, 2025.