

Position Announcement
September 21, 2026

Workforce Coordinator

Summary

The Workforce Coordinator (WC) reports to the Executive Director and will assist in the design, development, and management of PCOH initiatives and events promoting workforce retention and expansion in Pennsylvania. The ideal candidate will bring expertise in oral health systems, health navigation, and workforce engagement, along with strong organizational and communication skills to bridge Pennsylvania's highly fragmented dental care landscape.

The WC is a grant-funded position which supports PCOH statewide efforts to strengthen and expand the oral health workforce in Pennsylvania. This position coordinates multiple workforce-focused workgroups and partnerships, maintains and analyzes data related to the dental workforce and education pipeline, monitors changes and trends over time, and supports the development of strategies and initiatives to improve recruitment, retention, distribution, and access to oral health providers.

The WC functions as part of a small, dynamic team managing a statewide nonprofit advocacy organization with a collaborative, professional, and friendly work style. PCOH maintains a heavy workload, using a team approach to accomplish its goals. The WC serves as a key internal resource on oral health workforce issues and works collaboratively with PCOH staff, state agencies, educational institutions, health systems, professional organizations, community partners, and other stakeholders.

Essential Duties and Responsibilities

Workforce Data & Surveillance

- Maintain and regularly update PCOH oral health workforce data systems and tracking tools
- Track Pennsylvania's practicing dental workforce, including dentists, dental hygienists, dental assistants, and other relevant oral health professionals
- Monitor workforce distribution by county, region, rural/urban designation, provider type, practice setting, and other relevant characteristics
- Track dental workforce shortages, health professional shortage areas (HPSAs), provider participation in Medicaid, and other indicators of access to care
- Maintain data on Pennsylvania's dental education pipeline, including dental schools, dental hygiene programs, dental assisting programs, enrollment, graduates, program capacity, and other relevant measures using national, state, and regional sources
- Monitor changes in the number, location, and capacity of dental education programs over time
- Track licensure, retirement, attrition, recruitment, and other factors affecting the size and composition of the practicing workforce when data are available
- Identify emerging workforce trends, gaps, and areas of concern and communicate findings to PCOH leadership and partners
- Develop and maintain longitudinal datasets to demonstrate changes in oral health workforce
- Research and incorporate relevant workforce data from state and national sources, including licensure data, Medicaid data, federal workforce data, educational institutions, professional organizations, and other reliable sources
- Produce maps, charts, reports, fact sheets, and other materials to communicate workforce findings to internal and external audiences
- Support data collection activities such as workforce surveys, secret shopper assessments, environmental scans, and other workforce research initiatives

Workgroup & Partnership Coordination

- Coordinate multiple PCOH workforce-related workgroups, committees, and partner collaboratives

- Develop agendas, coordinate meetings, prepare materials, facilitate follow-up, and document action items and outcomes
- Maintain workgroup membership lists, communications, workplans, and timelines
- Ensure workgroups have clear goals, measurable objectives, and defined responsibilities
- Build and maintain relationships with dental schools, dental hygiene and assisting programs, state agencies, professional associations, health centers, health systems, workforce organizations, and other key partners
- Identify opportunities for collaboration and information sharing among organizations working to address Pennsylvania's oral health workforce challenges
- Support statewide workforce initiatives and partnerships that address recruitment, retention, education, career pathways, and access to care

Workforce Planning & Program Support

- Assist PCOH in identifying workforce priorities and developing strategies to address workforce shortages and maldistribution
- Monitor state and national workforce policies, trends, funding opportunities, and emerging practices
- Support the development, implementation, and evaluation of workforce programs and initiatives
- Assist with workforce pipeline and career pathway initiatives designed to encourage students and professionals to enter and remain in oral health careers
- Support efforts to strengthen connections between educational institutions, employers, health centers, and communities
- Identify promising workforce recruitment and retention strategies applicable to Pennsylvania
- Assist with grant applications, grant-funded projects, reports, and deliverables related to oral health workforce development
- Manage training programs and provide educational courses

Communications & Knowledge Translation

- Translate complex workforce data into clear, useful information for PCOH stakeholders, policymakers, partners, and the public
- Prepare presentations, reports, briefs, talking points, newsletters, and other communications related to oral health workforce issues
- Respond to requests for workforce information and assist PCOH staff and partners in locating and interpreting relevant data
- Maintain current knowledge of PA and national oral health workforce issues and emerging trends
- Contribute workforce-related content to PCOH publications, website, and social media

Evaluation & Continuous Improvement

- Track progress toward workforce-related goals, objectives, and performance measures
- Maintain databases and tracking systems for workforce projects and initiatives
- Support evaluation activities, including data collection, analysis, reporting, and identification of areas for improvement
- Monitor outcomes of workforce programs and workgroups and adjust based on findings
- Maintain organized documentation of activities, partnerships, deliverables, and outcomes

General PCOH Responsibilities

- Participate as an active member of the PCOH team and contribute to priorities beyond assigned workforce activities as needed
- Represent PCOH at meetings, conferences, coalitions, and other professional events
- Develop and maintain strong working relationships with PCOH partners and stakeholders
- Assist with planning and implementation of events, trainings, webinars, and other activities
- Maintain confidentiality and use appropriate judgment when handling organization and stakeholder information

Qualifications

Required:

- Bachelor's degree in public health, health administration, health sciences, workforce development, or a related field; equivalent relevant experience may be considered
- Experience coordinating projects, committees, workgroups, or collaborative initiatives
- Strong organizational skills and demonstrated ability to manage multiple projects and deadlines
- Strong written and verbal communication skills
- Ability to collect, organize, analyze, and communicate data effectively
- Ability to work independently while also functioning effectively as part of a collaborative team
- Excellent communication skills; ability to translate technical findings into practical recommendations
- Proficiency in Microsoft Office, Adobe, Zoom, and G-Suite programs
- PA residency and valid driver's license
- Reliable internet connection and professional setting for online meetings
- Daytime hours (M-F, 8am-3pm) available to meet with staff and partners
- Telecommute; 0-20% monthly meeting travel required (some overnight)

Preferred:

- Experience working in public health, health care, oral health, workforce development, or a nonprofit/coalition environment
- Experience with workforce data, health datasets, GIS/mapping, dashboards, or data visualization
- Experience facilitating stakeholder workgroups or cross-sector collaborations
- Familiarity with Pennsylvania's health care and oral health systems
- Experience with grant-funded programs, evaluation, or program reporting

Core Competencies

- Workforce & Data Analysis: Ability to identify, interpret, and communicate workforce trends and data
- Project Management: Ability to manage many initiatives, timelines, and deliverables simultaneously
- Collaboration: Ability to build productive relationships across organizations and sectors
- Facilitation: Ability to organize and effectively support stakeholder workgroups/collaborative efforts
- Communication: Ability to translate technical information into clear and accessible language
- Organization: Strong attention to detail and ability to maintain accurate records and tracking systems
- Problem Solving: Ability to identify gaps and develop practical approaches to address them
- Initiative: Ability to independently identify emerging workforce issues and opportunities
- Adaptability: Ability to respond effectively to changing priorities, data needs, and organization needs

Success in This Position

Success in this role will include maintaining reliable and current oral health workforce information; providing PCOH and its partners with a clear understanding of workforce trends and changes over time; ensuring workforce workgroups are organized and productive; strengthening relationships among workforce stakeholders; and use workforce data to inform programs, policy, funding, and strategic decision-making.

Other Details

- 37.5 hours/week, salaried position, \$62,400 annually
- Benefits include QSEHRA, home office equipment, tech stipend, PTO, 401K contribution plan after one year

Application Process

Interested candidates should submit a cover letter and resume to Helen Hawkey, Executive Director, at info@paoralhealth.org. Applications will be accepted until October 1, 2026. Incomplete applications will not be considered. LinkedIn applications will not be accepted; please follow instructions and send materials via email.

PCOH is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. All qualified applicants will receive consideration for employment without regard to these characteristics. We encourage applications from individuals of all backgrounds, including those from underrepresented groups.