



JOB TITLE: Program Assistant

New Mexico Alliance for School-Based Health Care Position Description

GENERAL POSITION SUMMARY: The Program Assistant supports the organization in implementing activities that meet the overall goals and success of the organization. Supports and implements activities associated with both the operational and administrative aspects of projects; and provides day-to-day completion of tasks as needed by the program.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Conducts research on best practices in public and child health topics.
2. Assists in creation of health education tools.
3. Contacts school-based health centers to update state-wide directory.
4. Maintains database of organizational contacts and supports outreach to partners.
5. Supports implementation of fundraising events and activities.
6. Provides support for Board meetings, including calendaring, roster creation, minute taking, document posting, and form creation.
7. Maintains hard copy and electronic document archives.
8. Organizes supplies and materials for community events and staffs booths to share information about the school-based healthcare field.
9. Creates surveys of the field, completes data entry activities, and collates results for analysis.
10. Provides technical support for in-person and virtual (Zoom) meetings.
11. Supports creation of e-newsletters, e-alerts, social media posts, website updates and other tools for field education.
12. Prepares mailings, including boxing and labeling tasks.
13. Supports tracking of program activities and outcomes.

OTHER FUNCTIONS AND DUTIES:

14. Conduct basic office duties, such as proofreading and making copies/scanning of documents, responding to emails and phone calls, and organizing office equipment/space.
15. Participates in the daily operations of programs as assigned by the supervisor.
16. Relaying internal emails to appropriate staff and supporting any necessary scheduling.
17. Assists in establishing and implementing short- and long-range goals and objectives.
18. Making reservations for various meetings, including equipment, conference rooms, and catering.
19. Maintain confidentiality of programming.
20. Participate in regular check-in meetings with supervisor on productivity and accountability.
21. Perform other duties as assigned by the supervisor.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCES, EDUCATION

- Strong interpersonal communication skills, including the ability to work effectively with a wide range of constituents in a diverse community.
- Strong written and verbal communication skills, including public speaking.



- Skilled in use of electronic tools for document, newsletter and website creation.
- Skilled in the use of computers, preferably in a PC, Windows-based operating system.
- Ability to gather data, compile information, and prepare reports.
- Ability to provide support to projects with health and education focus.
- Ability to prioritize, and schedule multiple work assignments in a self-directed fashion.
- Ability to foster a cooperative work environment.
- Program/service planning and implementation skills.
- Proficiency with the Office Suite of applications, particularly Word and Excel.
- Proficiency with database creation and utilization.
- Knowledge of child/adolescent health, school health, and school-based health centers.
- Experienced with coordination of and provision of technical assistance for virtual meetings through multiple platforms - specifically Zoom.
- Experienced and/or comfortable with virtual work environments.
- Bachelor's or Associate's degree (with additional relevant experience) in health or social services related field.

POSITION DETAILS:

FULL TIME: 40 hours /week.

REPORTS TO: Program Manager, or, in his/her absence, the Executive Director.

COMPENSATION: Dependent on experience; proposed range is \$40,000-50,000. Benefits are limited to QSEHRA for medical benefits, generous PTO, flexible work environment, phone and travel reimbursement, and professional development opportunities.

LOCATION: Hybrid setting negotiable— some office and some work from home, after initial training period; off-site meetings in-state.

STANDARD HOURS: Typically, between 8:30am and 5:00pm, but flexibility for some evening meetings is required.

SUPERVISES: No employees to supervise at present.

CLASSIFICATION: Exempt.

SPECIAL CONDITIONS: Would need to use personal vehicle to travel to off-site meetings and would need to show proof of required auto insurance; reimbursement for mileage provided.

PHYSICAL REQUIREMENTS: Standing, sitting for long periods of time; lifting of up to 20 lbs.; ability to use computer keyboard and monitor.

APPLICATION INSTRUCTIONS:

OPEN: Until filled; we encourage prompt application (preferably by May 8th) to accommodate the organization's need to fill this important position in a timely manner.

HOW TO APPLY: Email cover letter, resume and contact information for two references to nancy@nmasbhc.org; please include position name in subject line.

PLEASE NOTE: NMASBHC is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.

