



Southwestern AHEC, Inc.

Job Description

Job title: Program Assistant/Data Coordinator – Be the Change Connecticut

Reports to: Program Manager

Level/Grade: Professional	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40 hrs/week</u> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose of Position:
The Program Assistant/Coordinator is responsible for a variety of program activities, which fall within the functions of the office and provides administrative, managerial, professional and confidential assistance for programs and services of SW AHEC. These activities involve independent work and responsibility for complete arrangement, coordination of numerous meetings, and other specific program activities, events, conferences, projects and tasks.

The Program Assistant/Coordinator will also be coordinating the agency and program compliance in relation to compiling data and collection. This position will assist in the creation and or maintenance of web and social media outlets for the program/agency.

Unusual Working Conditions

Additional hours are occasionally required to meet peak workloads and emergencies, and to handle special events of Southwestern AHEC. Occasional local and state travel may be required for which a reliable means of personal transportation is necessary.

General Description:

The Program Assistant/Coordinator will serve as the onsite agency liaison between agency operations, data coordinator and will be responsible to assist in the program administration. This role includes assisting the project in its daily functions, and able to assist in office duties as appropriate and be responsible for collecting data to track and report on activities, outcomes and outputs.

Duties include:

- Assisting with program deliverables and activities.
- Thorough knowledge of proper grammar, punctuation and spelling.
- Ability to take meeting minutes and notes, as appropriate.
- Event planning, meeting organization and implementation.
- Strong organizational and interpersonal skills and ability to prioritize.
- Ability to work independently with initiative.

- Excellent organizational and communication skills required, as well as the ability to pay great attention to detail.
- Responsible in assisting in website, social media and project support activities.
- Serve as the on-site data coordinator.
- Assure that all evaluation outputs and outcomes are entered into the federal data systems.
- Other agency administrative duties as assigned.

Work Experience Requirements:

- A minimum of three years of experience in community and public health settings.
- Experience with nonprofits.
- Multicultural and/or bilingual capabilities are highly desirable.
- Strong interpersonal and writing skills are essential.
- Experience with organizing community events
- Proficiency with computers and data collection.
- Proficiency in Social Media applications.

Educational Requirements:

Bachelor’s Degree in a health related field preferably in Health and Human Services or Public Health.

Knowledge, Skills and Abilities:

- Knowledge of purposes, objectives, and programs of public health agencies including changing health patterns.
- Knowledge of relationships between risk factors and evidence of health problems.
- Knowledge of evaluation and assessment design methodologies.
- Considerable oral and written communication skills and computer skills.
- Cultural competency skills in working with under-served communities.
- Knowledge of public health systems and public health promotion.
- Bilingual preferred.
- Strong proficiency in computer use and all Microsoft Office and other database programs.

If interested in applying submit letter of interest, resume and employment application to applications@swctahec.org by deadline of **November 20, 2020** Include Code: **BCCTPADC2020** in the subject line of your email.

Please click [here](#) for additional instructions.