



JOB DESCRIPTION

Job Title: Program Assistant

Reports to: Executive Director/Program Manager Dept: Clinic in the Park
FLSA Classification: Non-exempt PT (10-15 hrs/week) Entity: Fiscal Sponsorship
Supervises Others: No

SUMMARY:

Under the supervision of the Clinic Manager, the Program Assistant will provide assistance to the overall coordination of Family Health Expos and workshops. The Program Assistant will be responsible for, direct social media and publicity efforts, recruitment and coordination of volunteers and provide overall assistance to the Program Manager. Responsibilities include, assisting with logistics, implementation and duties of Family Health Expos and workshops, coordinating volunteers, data collection, attending meetings, creating flyers, newsletters and website content and assisting with grants as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates effectively and courteously with all contacts—internal and external.
- Works well with a diverse team of people.
- Organization, time management, and follow-through; flexibility to make adjustments as needed
- Attends & participates in monthly staff meetings; effective use of content & tools provided
- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- Supports the vision and goals of Clinic in the Park and OneOC.

ADMINISTRATION:

- Prepares materials needed for monthly Family Health Expos and maintains inventory.
- Oversees all volunteer-related communication and volunteer database.
- Expands and maintains communication with volunteer network.
- Assists in gathering and creating materials for grant submissions and reports.

PROGRAMMING:

- Recruits and coordinates volunteers and collaborators for all Family Health Expos.
- Assists in logistics for Family Health Expos and workshops.
- Responsible for accurate and complete data collection at Family Health Expo events and workshops.

- Conducts volunteer orientation for each Family Health Expo.
- Helps direct and organize trainings, collaborator meetings, and volunteer recognition events.
- Responsible for taking accurate minutes at each meeting.
- Responsible for completing evaluation report for each educational meeting, forum and other related events.
- Organizes, implements and evaluates each Family Health Expo,, (i.e., layout, theme, speakers, collaborators, maintaining equipment and supplies and picking up and delivering items/supplies as needed and assuring inventory).
- Participates in Quality Improvement activities.
- Able to prepare and deliver oral and written presentations to collaborators, volunteers and others as assigned.

MARKETING AND DATA ASSISTANCE

- Monitors and maintains social media and website.
- Prepares and disseminates flyers, announcements and newsletters for Family Health Expos and workshops.
- Maintains inventory of program and office supplies.
- Collects data for monthly Family Health Expos and workshops.
- Assists in entering data and on-going databases.
- Assists with Clinic evaluation.

ADDITIONAL RESPONSIBILITIES:

- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Associate and/or Bachelor's Degree, or degree in progress, in related field is preferred.
- At least 1 year experience working in an office environment.
- Clerical, administrative or retail experience helpful.
- Must speak, read and write English
- Familiarity with diverse racial and ethnic backgrounds with regards to health and cultural needs required.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word, Excel and PowerPoint as well as Internet and email programs proficiently.
- Uses typical office equipment (i.e., ten-key by touch).

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely. Color vision required
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone
- Lifts up to 10 pounds regularly and 25 pounds occasionally
- Able to work in outside environment and in inclement weather, heat or cold with appropriate provisions

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form
- Able to set goals based on the available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution
- Able to formulate appropriate responses to requests for services and information from internal or external customers
- Able to understand, comply and implement established processes, practices and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version

OTHER JOB REQUIREMENTS:

- Organizes workload throughout day to meet project timelines and deadlines
- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically

Please send resumes to

hr@oneoc.org

OneOC is an equal opportunity employer