

Position Description – Program Assistant

The National Network of Public Health Institutes (NNPHI) is an active network comprised of over 40 member public health institutes. Public health institutes are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes work together to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC.

NNPHI also serves as the National Coordinating Center for Public Health Training (NCCPHT) and supports nationwide collaboration to build a sustainable and coordinated Public Health Learning Network (PHLN) that consists of ten university-based Public Health Training Centers and 40 local training and education sites. Together, the PHLN is co-creating, modernizing, standardizing, and distributing evenly to all communities and Tribes quality training, tools, and resources that advance the nation's public health workforce throughout all fifty states, tribal communities and five US territories. For more information, visit www.nnphi.org/phln.

Position Summary: Program Assistant

The Program Assistant supports NNPHI with program administration, logistics management, meeting/event development and implementation, basic research and data collection, and reporting. Initially, the program assistant will support workforce development and convening teams. Over time, the program assistant may have opportunities to be involved in a wide cross-section of NNPHI programs. This position is based in NNPHI's New Orleans office and requires travel of approximately 15%.

Primary Responsibilities:

1. Collaborate with NNPHI teams to develop, monitor, and update project timelines;
2. Assist with implementation of meetings, trainings, and other events, including coordinating logistics, managing details related to venue, coordinating travel arrangements, serving as a point of contact for participants, preparing meeting materials, and providing on-site support;
3. Assist with scheduling meetings, conference calls, and webinars;
4. Assist with management of listservs and contacts database.
5. Support financial management, including timely invoicing and reviewing and tracking expense reports;
6. Assist with 'Call for Proposals' and grant administration processes by updating and maintaining online systems, tracking submissions, and responding to requests for assistance;
7. Perform writing and editing, including taking accurate notes of meetings, composing correspondence, proofing and laying out documents, and assisting with the publication process;
8. Conduct project-related research;
9. Support data collection and data management activities;
10. Assist in preparing reports and presentations, including the development of tables, charts, etc.;
11. Perform other duties as needed.

Qualifications:

The program assistant position requires a Bachelor's level degree with at least two years of professional experience. Qualified candidates will possess:

1. Experience coordinating large events/meetings
2. Understanding of and interest in public health
3. Experience providing administrative and coordination support for programs
4. Strong communication skills, particularly in email and phone etiquette
5. Strong writing skills
6. Ability to quickly learn and utilize web-based applications
7. Professionalism and sophistication in communications
8. Strong interpersonal skills and an ability to work well with diverse partners and constituents
9. Attention to detail and a strong value for high-quality work products
10. Independent work ethic and positive, self-starter attitude
11. Customer service orientation.

Salary/Benefits:

Salary range of \$35,000-45,000, dependent on education and experience. NNPHI offers a highly competitive benefits package, including medical/dental/ vision/FSA/ parking/transportation, generous retirement contributions and annual leave.

Please send CV, cover letter, salary requirement and three professional references to: hr@nnphi.org
Subject line: Attn: Program Assistant

NNPHI's Values Statement to our Employees

- We value each employee as a whole person and support a healthy life balance.
- We believe in a work environment that promotes health and wellness.
- We believe in investing in the growth and passion of our employees to create a workforce that positively affects social change.

Equal Opportunity Employer