

RIVERSIDE COMMUNITY HEALTH FOUNDATION

Job Description

Position Title: Community Health Programs Assistant

Reports to: Director of Community Programs

FLSA Status: Non-exempt

Position Summary: Responsible for providing administrative assistance to the Director of Community Programs. Performs clerical functions such as correspondence, receiving visitors, arranging conference calls, scheduling meetings and managing phone calls, and support to a broad range of education and outreach program activities of the Foundation.

Working Relationships: Work directly with the Director of Community Programs and in coordination with the Community Wellness Programs team lead.

Essential Position Functions and Responsibilities:

1. Provide administrative office support for health promotion and collaboration activities including preparation of letters, support for meetings and presentations, tracking and response to health education and tabling requests; and tracking of program materials and supplies.
2. Assists with the collection of program data and monthly reporting.
3. Assist with planning and implementing community events for the Foundation. This includes assistance with community outreach and participant registration.
4. Assist with community meetings and area specific meetings that support/promote area health centers and outreach programs for RCHF.
5. Assist Outreach Specialist with program and outreach scheduling to increase marketing and outreach efforts for community clinics, health education programs and outreach programs, including ordering of incentives.
6. Develop and maintain volunteer database including receiving applications, coordinating with staff, and communication with applicants.
7. Provide office and program support in scheduling, programming and communication
8. Assist with the coordination of community programs and events, which includes but is not limited to: classes, seminars and special events.
9. Serve as an alternate and substitute for health education classes & programming.

10. Support Director with collaborative meetings, minutes and sending out correspondence, agenda, meeting invitations, etc.

11. Attend required trainings

12. Other duties as assigned

Minimum Qualifications:

Education: Bachelor's degree in Health Education, Community Health or related field.

Experience:

- Minimum one year experience in community health and outreach preferred
- Minimum one year experience in providing administrative office support

Knowledge & Skills:

- Able to effectively interact with a diverse community population
- Possession of high degree of organizational skills
- Possession of good verbal and written communication skills
- Able to work independently with minimal supervision; self-motivated
- Able to maintain poise and exercise diplomacy in dealing with the public and members of the Foundation's support groups
- Basic work processing/computer skills (i.e. Microsoft Office)
- Able to organize work and work on multiple projects at once
- Ability to sit for 5-6 hours, stand, walk, bend/stoop, and twist/turn for up to 1-2 hours
- Ability to stand up/lift, lift and carry, lifts overhead, and push/pull up to 20lbs

President/CEO

Date

I have carefully read and understood this job description. In addition, I can state for the record that I am able to perform all job requirements/functions as listed.

Community Health Programs Assistant

Date