

RIVERSIDE COMMUNITY HEALTH FOUNDATION

POSITION DESCRIPTION

POSITION TITLE: Program Assistant/Intern

REPORTS TO: Community Health Programs Director

FLSA STATUS: Non-Exempt

POSITION SUMMARY: Provide support to the HEAL Zone Initiative in a variety of administrative, community outreach and engagement strategies and responsibilities to expand and strengthen healthy eating, active living opportunities for Eastside residents.

POSITION DUTIES AND RESPONSIBILITIES

1. Upholds and supports the mission, philosophy, objectives, policies and ethics of RCHF.
2. Provide assistance to the HEAL Zone Collaborative and staff members in the planning and coordination of strategies for the HEAL Zone activities.
3. Provide day to day office administrative support including regular communication and correspondence with collaborative partners and residents (letters, mailings, emails, phone calls), translations, copies, ordering and purchasing supplies.
4. Provide support for the HEAL Zone resident and youth engagement activities, Collaborative meetings, Faith leader workgroup; coordinate site location and any refreshments; attend meetings and assist with room set up, record taking, preparation of agenda, sign in sheets, scheduling speakers, assembling and mailing of meeting announcements.
5. Assist with the formation of the quarterly HEAL Zone Resource Page.
6. Attend and represent RCHF/HZ at relevant partner meetings and collaborations.
7. Assist with the development and cultivation of relationships with community leaders, agencies, and organizations relevant to the work of the HZ.
8. Work with RCHF staff, community programs, and partners in distribution of marketing and promotional materials so as to implement communications plan for the HZ.
9. Track and maintain all records, assist with maintaining database, implementing evaluation components, and submitting reports on a timely basis.

10. Participate in a minimum of ten (10) community health fairs and events annually representing RCHF/HZ.
11. Provide assistance/support to other Foundation programs as needed.
12. Assist with front office telephone calls and greet guests.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree preferred

Experience:

Minimum of two years' experience as an Assistant or related community work.

Knowledge & Skills:

- Ability to implement professional and community-based education programs
- Ability to develop and conduct health education presentations on various topics
- Possession of problem solving, decision making and critical thinking skills
- Ability to effectively interact with a diverse community population
- Ability to work independently with minimal supervision; self-motivated
- Possession of high degree of organizational skills
- Possession of good verbal and written communication skills
- Ability to read, write, speak and communicate in English
- Bilingual in Spanish desired
- Ability to maintain poise and exercise diplomacy in contacts with partners, visitors, and fellow workers
- Proficiency in operation of various office machines and computer software programs
- Ability to set goals and to work toward meeting those goals in an organized manner
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to present a professional appearance both in dress and demeanor
- Ability to follow directions

Program Assistant/HEAL Zone

Date