



Job Description

Position: Program Assistant

Reports to: Training Project Coordinator, Annie Wiseman

Department: Planning and Development

SUMMARY:

The Institute for Family Health (Institute) is a non-profit organization committed to providing health services to medically underserved communities. The Institute operates 26 full and part time health centers throughout the Bronx, Manhattan and the mid-Hudson Valley region of New York State.

The Program Assistant role will include support of Institute training activities, primarily through the Health Workforce Retraining Initiative (HWRI) grant, and general support of the Planning and Development Department staff. HWRI is a New York State Department of Health grant-funded program aimed at training health center staff, both at the Institute and at partner organizations, in team-based care, health information technology and care coordination. The Planning and Development Department functions include: external communications, project management, grant writing and student placement.

Responsibilities

- Assist in the preparation and submission of program reports
- Work directly with staff throughout the Institute to gather training data
- Schedule trainings, coordinate trainers and materials as needed
- Track and report training participation
- Assist with tracking and submitting expenses for reimbursement
- Organize meetings
- Coordinate collection and tracking of required student placement documents
- Assist with mailings, outreach, reports, data entry and record keeping
- Track and order office supplies, maintain office equipment
- Provide support to the planning and development staff as needed including literature reviews, verifying facts, developing charts/tables, proofreading and submitting grant proposals/reports
- Perform any other duties as deemed necessary and/or appropriate by direct supervisor
- Occasional flexibility in schedule, when required by project; including willingness and ability to travel to various organizational sites

Qualifications

Skills

- Excellent organization skills and attention to detail
- Exceptional written and verbal communication skills
- Ability to make informed and timely decisions, and use sound judgment to prioritize actions
- Able to work independently and juggle several projects at once with a spirit of flexibility and a positive outlook
- Ability to build internal and external relationships in order to achieve results
- Strong and enthusiastic collaborator
- Strong computer skills, including knowledge of Microsoft Office Suite, particularly Microsoft Excel and PowerPoint

Mindset

- Strong customer service ethic
- Belief that administrative support is critical to the success of the organization
- Passion for the mission of the Institute

Experience

- Associate or Bachelor degree required
- One year work/internship experience required; 3 years related experience preferred
- Interest in health care and human services a must; experience in the field a plus

Please email resume and cover letter with salary requirements to Annie Wiseman at awiseman@institute2000.org