**Program Assistant**

**POSITION SUMMARY**
The Program Assistant assists the Desert Healthcare District's COVID-19 response activities and supports the administrative and field activities led by the Coachella Valley Equity Collaborative (CVEC). Under the direction of the Chief of Community Engagement, the Program Assistant is responsible for organizing, implementing, and supervising the roll-out of COVID-19 activities such as community-based outreach, testing, and vaccination events. The Program Assistant will also be responsible for drafting communications with key stakeholders, CVEC members, and other organizations/individuals.

**FLSA Status**
This position is non-exempt under the Fair Labor Standards Act.

**Reporting Relationship**
Reports to the Chief of Community Engagement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.*

*Responsibilities*
- Provides administrative and field support to the Chief of Community Engagement related to the District/Foundation COVID-19 response activities, including scheduling meetings, scheduling community-based outreach, and scheduling testing/vaccination events
- Interacts with the community and medical partners to secure locations, facilities, and medical personnel for COVID-19 related activities
- Provides on-site coordination and support for community and medical partners at testing and vaccination events
- Supports communications and the development of marketing materials to promote COVID-19 related activities and messaging
- Communicates with CVEC members to schedule and confirm staffing for COVID-19 related outreach, testing, and vaccination events
- Prepares correspondence, sending mailings, and related duties as assigned.

**Supervisory Responsibilities**
None

**MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education**
An Associate of Art's degree in Sociology or a related subject is preferred.
A Bachelor's degree in these subject areas is highly desirable.

**Professional Experience**
A minimum of (5) five years of experience in an administrative, or programmatic support role. Experience in organizations with grantmaking, nonprofit, governmental, or related institutions is highly preferred.

**Language Skills**
- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

**Mathematical Skills**
- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**Reasoning Ability**
- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**
- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

**Other Skills & Qualifications**
- Bilingual (English/Spanish), spoken and written, are strongly preferred.

- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Ability to perform tasks with minimal supervision.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

**Certificates, Licenses, and Registrations**
None

**Travel Requirements**
This position requires local travel up to 90% of the time.

**Physical Demands**
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

**Work Environment**
*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment ranges from quiet to moderate noise.