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## California School-Based Health Alliance is Hiring a Program Assistant!

**Position Title:** Program Assistant

**Classification:** Non-exempt salaried

**Hours:** Full Time (40 hours per week)

**Location:** Preservation Park, Oakland, CA

**Salary:** \$45-50K commensurate with experience, very competitive benefits package

### ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, trainings, technical assistance, strategic communications and special events. Please review our website to learn more about our work: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org).

### POSITION SUMMARY

The Program Assistant will be responsible for providing day-to-day operations and program support to the Executive Director, Board of Directors and staff. The Program Assistant will be trained in Office Manager duties and will provide support as needed. This full-time position is based in our Oakland office, with occasional travel to sites in the field, as well as conference and convening locations.

### ESSENTIAL FUNCTIONS

#### Administrative Assistant:

- Provide administrative support for Board meetings and committee calls
- Assist Board members with travel and reimbursement requests
- Manage Executive Director's calendar, expense reimbursements, and other tasks as assigned
- Assist with scheduling and administrative tasks for other staff
- Manage process and logistics for internal staff meetings and activities
- Answer main phone line and main email address and respond to general inquiries
- Assist with coordinating interviews, the celebration of work anniversaries and teambuilding activities
- Coordinate housekeeping, renovations, office moves and chore wheel
- Perform light office maintenance and other general office tasks as assigned
- Provide back up and support for Office Manager as needed

#### Development Assistant:

- Process incoming donations and send thank you letters
- Serve as marketing/membership liaison to SBHCs and others as requested

- Salesforce data entry including maintaining up-to-date Salesforce records for development campaigns, donors and funders, SBHCs and donor prospects
- Assist with membership drive and process incoming memberships
- Prepare invoices and follow up as needed

Program Support:

- Assist with planning and logistics for annual conference, external program meetings, and other events
- Manage conference registration process including processing online and print registration forms and organizing on-site check-in
- Serve as primary point person for questions about conference from prospective or registered attendees
- Serve as on-site point person/troubleshooter during conference and other events
- Order conference supplies, print name tags and other registration materials
- Assist with production of presentation handouts, participant packets and other conference materials
- Provide webinar support: WebEx set-up, registration, communication with participants, attend webinar to handle logistics and respond to participant comments/questions
- Prepare communication/development materials for program staff
- Assist in updating fact sheets and other publications
- Develop and manage program library
- Track grant project activities and deliverables

**IDEAL COMPETENCIES**

- Previous administrative or program assistant experience
- Experience with Microsoft Office, Google Suite, WebEx and Adobe Reader required
- Experience with Event Brite, Salesforce, Quick Books and/or Mail Chimp strongly preferred
- Bachelor's degree or equivalent experience preferred
- Demonstrated ability to manage complex tasks with a high degree of detail orientation
- Extremely reliable, with excellent initiative, teamwork, flexibility, and organizational skills
- Excellent customer service skills and a positive, can-do attitude
- Experience or interest in education and/or health care strongly preferred

**How to Apply:** Applicants should email a resume and cover letter to [jobs@schoolhealthcenters.org](mailto:jobs@schoolhealthcenters.org). Please include **Program Assistant 2019** in the subject of your email. Only those being considered will be contacted. No phone calls please.

*The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.*