



Program Assistant

Posted: June 7, 2024

Deadline to apply: Midnight, June 30, 2024

GENERAL DESCRIPTION

This position with the Regional Institute for Health and Environmental Leadership (RIHEL) is responsible for providing administrative support for Institute programs. This position requires knowledge of general office functions and processes, and a strong attention to detail.

Essential to this position is the ability to work and solve problems with minimal supervision, be flexible and responsive to a variably paced work environment which includes times of high demand and quick turnaround, prepare high quality electronic and print materials, and interact with the public in a professional and effective manner. This position reports to the RIHEL Program Manager and works in coordination with the small team of RIHEL staff to ensure that all aspects of Institute activities are implemented professionally.

Hours may fluctuate from week to week and will average **16 hours/week**.

A majority of the work may be performed remotely.

QUALIFICATIONS

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	Required Qualifications	Preferred Qualifications
Education:	High school degree or equivalent	BA, BS or equivalent
Experience:	At least two years general office experience	Four or more years general office experience, experience in a nonprofit work environment
Licenses and/or certifications:	None	None
Special Knowledge, Abilities and skills:	Knowledge of general office functions and processes; strong attention to detail. Ability to work and solve problems with minimal supervision. Ability to flex and respond to a variably paced work environment with times of high demand and quick turnaround. Ability to interact with the public - on the phone, electronically and in print - in a professional and effective manner.	Experience in event planning and implementation; online event management; knowledge of public health and environmental health
Other requirements or other factors:	Proficiency in MS Word, PowerPoint and Excel; Experience in database management; Experience with Social Media tools; Experience with printing and copying.	Experience with graphic design software; Experience with copy/editing; Experience with managing organizational Social Media presence. Experience with WordPress.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the preparation of program materials including printing and organizing handouts and constructing participant notebooks and other materials for training sessions and workshops.
- Order meals and snacks for program participants and ensure dietary restrictions are accommodated.
- Assist with event planning, including identifying suitable venues for training sessions and events, coordinating bookings, conducting site visits, coordinating event communications.
- Support event registration and documentation.
- Assist in the on-site logistics and delivery of Institute programs and events, including set up, nametags, welcoming and directing participants, volunteer management, troubleshooting, supporting the facilitators, and taking photographs.
- Assist in maintaining and updating participant databases and records.
- Order, receive, and organize supplies necessary for program activities.
- Communicate with constituents and the public.
- Support marketing and promotional activities (e.g., social media, website content, direct email messages, exhibits at professional conferences, etc.) of the Institute.
- Other general administrative support and duties as assigned by Program Manager, Program Directors, or Executive Director.

REPORTING RELATIONSHIP AND DECISION-MAKING AUTHORITY

- Reports to the RIHEL Program Manager and receives guidance from the Executive Director and Program Directors.
- Majority of position duties are related to implementing specific tasks so decision making authority is limited to how processes and procedures are performed within the limits of the assignment.

WAGE AND BENEFITS

- Hourly Wage: \$24-\$28 (depending on experience)
- Flexible working hours.

TO APPLY

- Please send your resume and cover letter highlighting your specific experience with the required qualifications and essential duties to Hiring@RIHEL.org

RIHEL is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.