



Job Description

Job Title: Healthy Start Program Assistant

Department: MCH

Location: Gainesville, FL

Employment Type: Full-Time

Salary: \$33,000 - \$36,000; plus benefits

Posting Closes: Open until filled

Apply: <https://tinyurl.com/WF1037>

General Description

The Program Assistant is a master multi-tasker with excellent communication skills and an upbeat attitude. This position provides administrative and logistical support for projects, initiatives and programs within the Healthy Start Coalitions.

The Program Assistant is professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. This position must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, the Program Assistant should have a genuine desire to meet the needs of others.

Knowledge, Skills and Abilities:

- Ability to work under pressure to complete multiple tasks, meet demands and deadlines with a positive, constructive attitude
- Ability to handle sensitive and confidential matters and respond as required
- Ability to occasionally lift and/or move up to 30 pounds
- Adept with information communications technology commonly used in office applications, with advanced knowledge of Microsoft Office products
- Prior administrative experience
- Excellent computer skills, especially typing
- Attention to detail
- Desire to be proactive and create a positive experience for others

Essential Duties and Responsibilities include the following:

- Conducts research and gathers data as assigned for the preparation of reports and grants.
- Assists in the planning and overseeing of activities and events.
- Orders supplies, educational materials and marketing materials.
- Maintains inventory and organization of storage unit.
- Assists in development and execution of interagency agreements.
- Updates website.
- Develops and maintains resource inventories.
- Maintains MCH department calendars.
- Coordinates and maintains internal and external meeting schedules.
- Assists in the room set up of meetings, trainings and workshops.

- Makes travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Prepares documents for meetings, workshops and trainings.
- Composes correspondence, letters, memoranda, meeting notes, forms and reports.
- Reviews, proofreads and edits documents prepared for signature.
- Maintains organized paper and electronic filing systems.
- Maintains polite and professional communication via phone, e-mail, and mail.
- Maintains professional and technical knowledge by attending educational workshops.
- Performs other duties as assigned.

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree and one year of relevant work experience. Professional experience may be substituted for the Bachelor's degree. Background check required in accordance with Florida Statutes.