

Common Ground Health Job Posting

Position Title: Program Assistant
Department: Community Health and Engagement
Reports To: Chief Program Officer
Status: Full-Time, Non-Exempt
Manages Others: no
Posting date: 03/27/24
Salary range: \$22.50 - \$25.00

Organizational setting:

Founded in 1974, Common Ground Health is one of the nation's oldest and most effective regional health planning organizations. Located in Rochester's Neighborhood of the Arts, the nonprofit serves the nine-county Finger Lakes region. We bring together leaders from health care, education, business, government and other sectors to find common ground on health challenges. Using the region's most comprehensive health data, together we hammer out strategies for better care, smarter spending and healthier people. Through all of these activities, Common Ground Health seeks to promote population health improvement and reduce health care disparities in the Finger Lakes region.

Healthi Kids is an initiative of Common Ground Health. With our 90+ member coalition, Healthi Kids advocates for whole child health in early care and education, schools and communities.

General Purpose:

The program assistant is responsible for providing operational and administrative assistance to the Chief Program Officer and initiatives within the Community Health & Engagement Department including Community Health & Well-Being, Mental Health & Wellness and Healthi Kids. This position communicates with and coordinates logistics for team meetings, coalitions, task forces, and committees. The program assistant works closely with the CPO and finance department to ensure timely processing of department expenses and executes activities as assigned by the CPO to support the overall success of the department. The program assistant is a member of the Common Ground Health administrative team and works in partnership with other agency administrative employees to ensure efficient operations and cooperation within and across departments. The program assistant will demonstrate a commitment to the mission, vision, and values of Common Ground Health.

It is Common Ground Health's intention that employees receive training/professional development necessary to achieve the development of skills, knowledge, abilities and attitudes related to their job duties and individual development, and to the overall agency and its work plan deliverables. The project coordinator demonstrates a commitment to the mission, vision and values of Common Ground Health.

Responsibilities/Accountabilities:

- **Calendar and Meeting Management:**
 - Manages schedule and calendar of Chief Program Officer, including booking internal and external appointments and meetings, and coordinating meeting logistics.
 - Schedules internal and external meetings for team members as needed.
 - Builds relationships with and communicates frequently with internal and external stakeholders to maintain up to date schedules.
 - Prepares print and electronic materials as requested for appointments and meetings.
 - Maintains internal team meeting agendas and records notes from meetings.
 - Coordinates logistics for online meetings and webinars via Zoom, Microsoft Teams and/or other platforms.
 - Supports commissions, coalitions, task forces, and committees:
 - Maintains group schedules, including booking meetings, and handling meeting logistics as requested by team.
 - Builds relationships with stakeholders to facilitate effective communication.
 - Records and transcribes minutes of the meetings and follow up items as needed.
 - Plans logistics of meetings and events including scheduling space, food and beverage purchases, securing equipment and supplies, preparation and submission of required meeting materials, coordination with event venue, volunteer management, set up, and break down.
 - Prepares print and electronic materials for appointments and meetings.

- Program support:
 - Develops and maintains working knowledge of agency initiatives and programs within the assigned department.
 - Drafts original materials as needed including memoranda and correspondence.
 - Assists with the creation/modification of presentations, spreadsheets, stakeholder surveys and other special projects as needed.
 - Manages incentives for various programs; tracks and manages inventory and ordering.
 - Creates and maintains spreadsheets to track spending for programmatic activities.
- Administrative duties:
 - Processes and maintains tracking systems for purchase orders and accounts payable for program related initiatives.
 - Supports the CPO and department directors with the execution of MOUs and contracts.
 - Manages information updates in contact management database.
 - Schedules transportation and lodging for out-of-town meetings and conferences.
 - Continuously looks for opportunities to improve systems and/or processes to improve efficiency and productivity.
 - Creates and maintains electronic and paper filing systems.
 - Copies, files, and edits business communication and correspondence; maintains confidentiality of secure and sensitive information.
 - Provides general agency and program support as needed.

Competencies:

- Extremely organized and proactive with the ability to efficiently plan, organize and coordinate a variety of activities in a fast-paced environment.
- Demonstrated competence working with diverse communities and teams.
- Effectively communicates in a clear, timely, consistent, and professional manner.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and the ability to demonstrate initiative and integrity.
- Must be a self-starter who proactively anticipates the program's administrative needs.
- Ability to build positive relationships with people from a broad spectrum of disciplines.
- Creativity, positivity and ability to think out of the box when approaching new challenges.
- Effective problem-solving and attention to detail.
- Willing to work both independently and in a team-oriented collaborative environment.
- Proficient with technology and adopting new systems.
- Demonstrates flexibility and adaptability during times of change.

Minimum Qualifications:

- Previous experience in a similar role, preferably in health, human services, or a non-profit agency.
- Experience supporting committees, taskforces, coalitions and/or workgroups.
- Related lived experience and/or experience working with diverse groups of people on all organizational levels.
- High School Diploma or equivalent required; associate or bachelor's Degree preferred; an equivalent amount of work experience with demonstrated success will be considered.
- Must be able to work flexible hours as needed for meetings and events, such as early mornings or evenings.
- Experience using web-based video conferencing systems such as Zoom and Microsoft Teams required.
- Proficiency in Microsoft office products (Word, Outlook, Excel, PowerPoint, Teams). Experience in developing graphic presentations preferred.

Physical Requirements:

- Must be able to work remotely.
- Ability and willingness to travel locally, as needed.
- Sits for long periods. Works long hours on a computer. Uses a keyboard. Reads printed materials or from a computer monitor.
- Occasionally required to climb or balance; and stoop, kneel, crouch or crawl. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- In support of the Americans with Disabilities Act, this job description lists only those requirements and qualifications deemed essential to the position.

Please send resume and cover letter to: employment@commongroundhealth.org

CULTURE STATEMENT

Our Work

We build relationships among health care and human service providers, insurers, community-based organizations, community members, families and other partners to find common ground on our area's most pressing health challenges. Together, using health and community data, we develop strategies for better care, smarter spending and healthier people. By helping people work together to reach a solution, we improve outcomes through policy, systems and environmental change. The goal is to give every person a chance to be heard and part of the process. Through all of these activities, Common Ground Health seeks to improve population health, promote health equity and reduce health disparities in the Finger Lakes region.

Our Culture:

Our foundation at Common Ground Health is built on our relationships with one another. We are learners, listeners, engagers, advocates, coaches, mentors, conveners, and more. Our staff is the most valuable resource the organization has for advancing our mission.

We create and maintain a physically, emotionally, and socially healthy work environment. We share our experience as a healthy and collaborative workplace as an example for others. We want our colleagues to look forward to coming to work each day to deliver the highest quality of work possible.

Our organization and our stories are ever-changing, growing, and improving. Everyone brings a unique perspective that enhances our collective work. We will embrace these differences as part of the process to achieve high quality outcomes. We celebrate "teachable moments" even, and especially when, they may be uncomfortable. We approach our relationships at Common Ground Health with integrity, transparency and objectivity. We value the unique contributions of our individual staff and volunteers and recognize the importance of both context and content expertise.

Working Here

Common Ground Health is an Equal Opportunity Employer. We offer competitive salaries and a wide range of benefits that include:

- A flexible benefits plan that includes comprehensive medical, dental and vision insurance, a flexible spending account, and AFLAC policies
- A generous time off package that includes PTO (paid time off), volunteer time off and paid agency holidays
- A flexible and friendly hybrid work environment
- 403(b) retirement plan with an employer contribution
- Professional development opportunities
- Agency paid life insurance, and short & long-term disability
- Employee assistance program (EAP) and discounts through my Better Benefits (mBB)