



JOB DESCRIPTION: Program Assistant

TITLE:	Program Assistant	
REPORTING TO:	Director of Programs	STATUS: Full-time, Non-Exempt

CHP was formed in 1992 by local healthcare leaders to foster a collaborative approach to addressing health care issues. We exist to improve the health of the Pikes Peak region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health. We use collective impact as our primary collaboration methodology and currently serve as a backbone organization in three complex local initiatives that work to prevent and end homelessness, suicide, and substance use disorders.

This position will assist the Manager of Homeless Initiatives, Suicide Prevention Project Manager, and Opioid Prevention Project Manager with a variety of administrative tasks.

Essential Functions:

- Prepare documentation for grant reports
- Attend meetings and take minutes
- Assist with coordinating and scheduling meetings
- Review and become familiar with guidelines, requirements, timelines, and milestones for project contracts to help ensure all are met as outlined
- Reserve equipment and conference rooms for presentations and in-office meetings
- Organize and maintain program records (i.e. contracts, payment requests, etc.)
- Type letters and reports as needed
- Proofread and make copies of documents for work groups
- Event management including planning, budgeting, and oversight
- Reserve necessary meeting equipment and meeting space off-site as needed
- Act as a liaison between different departments
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent organizational skills and the ability to manage multiple projects simultaneously
- Ability to communicate clearly and professionally, both verbally and in writing
- Strong decision making and analytical abilities
- High degree of accuracy, organization, thoroughness and attention to detail required
- Strong interpersonal skills, the ability to develop strong working relationships, and the ability to manage conflict
- Ability to collaborate with a diverse work force
- Experience working with project plans, meeting milestones, monitoring progress, and deliverables
- Demonstrated ability to take initiative and work independently
- Excellent time management skills; ability to meet deadlines and prioritize work according to shifting priorities
- Flexibility to work in a small office environment as part of team



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Minimum Qualifications:

- Bachelor's Degree in any liberal arts discipline, business, or related field preferred, and at least one (1) year work experience; or any combination of equivalent education and experience deemed adequate
- A minimum of one (1) year work experience in an administrative or coordination role
- Advanced Microsoft Word, Excel, and PowerPoint skills
- Experience with nonprofits preferred

Physical Demands/Working Conditions:

- Must be able to remain in a stationary position 50% of the time
- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Must be able to use a computer and associated peripherals up to eight hours a day (keyboard, telephone, mouse, monitors, etc.)
- Must be able to operate a computer and other office productivity machineries, such as a calculator, copy machine, and computer printer
- Must maintain the security of Personal Identifiable Information (PII)
- Must be able to work remotely if public health mandates require us to do so

Equipment Required and Other:

This position may require the incumbent to occasionally use personal equipment (e.g., vehicle, cell phone, etc.) in the course of their employment. CHP performs a background check on all employees prior to employment. All candidates must be eligible to work in the United States and have access to reliable transportation.

Benefits:

We offer a very competitive benefits package, which includes: Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Accident Insurance, Employee Assistance Program, 401k, Paid Time Off, Flexible Scheduling, and a Hybrid Remote Work Option (part-time home, part-time office).

Salary Range:

The salary range for this position is \$40,000-45,000.

To Apply:

Please submit a brief cover letter detailing why you are interested in working for CHP and qualified for this position, as well as your resume. Submit the required materials to hr@ppchp.org by August 20th, 2021.