

The CCLS Community Health Board is hiring! If you are a detail orientated problem solver that enjoys being at the hub of a busy office, consider joining our team as our part-time (.5 FTE) **Administrative and Program Assistant**.

How to Apply

Submit your resume and a short cover letter to careers@audacityhr.com

The mission of the Carlton-Cook-Lake-St. Louis Community Health Board (CHB):

The CHB works collaboratively to prevent illness and injury, and to protect and promote the health and well-being of individuals, communities and the populations that make up the region.

About the Position

The Administrative and Program Assistant, under general supervision, will perform a variety of office management, program reporting, and data compilation duties, requiring significant knowledge of program operations, polices, and procedures.

Summary of Program Assistant Job Duties:

- Under the direction of the Director or Regional Program Staff, conducts comprehensive clerical research using a variety of public health data sources, to identify requested data and generate reports which inform public health assessments and program strategies (i.e., Community Health Assessment Data compilation by counties and region).
- Under direction of the Director or Regional Program Staff, serves as a liaison with local program coordinators; determines the nature of local coordinator's reporting needs, and provides appropriate information and assistance,
- Under direction of Regional Program Coordinator(s), works closely with Local PH Program Coordinators, to obtain and compile program-related data and narrative information, for state reporting and program evaluation purposes.
- Maintains and updates CHB and PH Program-specific websites
- Works under the direction of Regional Program Coordinators to develop and distribute public health program-related newsletters and correspondence
- Manage www.healthynorthland.org, social media, and other communications outlets.

Essential Job Duties and Functions Include:

- Greeting and assisting all visitors in a friendly and professional manner, ensuring all visitors follow COVID protocols. Monitoring the reception area to ensure it is organized, neat, clean and tidy and exudes a professional image.
- Exhibiting courteous, efficient and professional communication skills via telephone, mail and email, both internally and externally

- Maintaining sign out record of audio-visual equipment and filing systems. Maintaining the printer/copy machine to ensure that it is operational and arranging for repairs as may be required.
- Office duties including: Photocopying, scanning and faxing as needed; Preparing and sending outgoing mail and packages; Ordering all office supplies, paper, toner, etc.; Proficiently managing multiple telephone lines and coordinate appointments between multiple calendars
- Assisting with processing time sheets for payroll, as needed
- Maintaining the CHB and Healthy Northland websites, updating sites with relevant information
- Providing additional support to the overall work and responsibilities of CHB staff.
- Perform any other duties as assigned by CHB director

Professional Skills

- Exhibiting savvy computer skills and proficiently manage Google Docs, Word, Excel, Powerpoint, Outlook, Adobe Acrobat Writer, REDCap evaluation software, Mailchimp, SurveyMonkey, Eventbrite, and SharePoint document management system
- Managing multiple projects with a high degree of accuracy, attention to detail, and quality
- Ability to network with local and regional community members and agencies, and state staff and organizations

Meeting Skills

- Proficiently organize and coordinate in-person and virtual meetings
- Providing meeting preparation support
- Attending Statewide Health Improvement Partnership (SHIP) meetings and assists with recording minutes
- Ensuring appointment log for meeting/conference rooms are kept updated and that the appropriate persons are advised of any changes
- Preparation and followup for Board Meetings per direction from staff
- Participating as planning committee member for conferences and summits
- Conference registration, tracking and event preparation

Reporting Skills

- Contracts: Assist with copying, mailing and tracking progress of contracts
- Mini Grant Support: Copy, compile and track progress
- Input data on already established tracking form
- Monitor and compile reporting forms (monthly time, activity and outcome reports, match tracking, media log, supporter tracking forms, assessment results, and action plans)
- Keep informed of best practices related to (SHIP) strategies
- Assist SHIP Regional coordinator in implementation and oversee an evaluation plan in conjunction with MDH guidelines
- Monthly, quarterly and annual REDCap evaluation reporting
- Creating quarterly Healthy Northland newsletter with oversight from Regional Coordinator
- Help with promotional materials showcasing regional and local SHIP work/success
- Checking and entering financial data per direction from Information and Financial Specialist

- Evaluation skills, specifically the ability to collect data and prepare accurate reports

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For detailed information about the CHB:

<https://communityhealthboard.org/>