



Washington School-Based Health Alliance Program Assistant

ABOUT THE WASHINGTON SCHOOL-BASED HEALTH ALLIANCE

The Washington School-Based Health Alliance (WA SBHA) advances and advocates for school-based health care, working with communities and partners to achieve equity in health and educational opportunity for children and youth statewide. We envision a racially just and inclusive society where every child can reach their full potential in health, learning, and life.

A school-based health center (SBHC) is a student-focused health center located in or adjacent to a school where students can receive integrated medical, behavioral health and other healthcare services such as dental care. SBHCs advance equity by improving access to health care, removing barriers to learning, and improving both health and educational outcomes for children and youth. WA SBHA is the statewide nonprofit organization advocating for and supporting SBHCs in Washington, working to expand the number and sustainability of SBHCs and to improve the quality of youth-centered health care services they provide. Learn more at www.wasbha.org.

This is an exciting opportunity to join a small, expanding team to improve health and educational outcomes for students in Washington.

POSITION SUMMARY:

WA SBHA is seeking a **Program Assistant**, with a shared vision and passion for health and educational equity for children and youth in Washington, to assist the Executive Director, staff, and Board of Directors in fulfilling WA SBHA's mission.

The Program Assistant will be responsible for providing day-to-day program, communications, and administrative/operations support across the organization. This is a full-time work-from-home position, with some travel across Washington to SBHC sites, meetings, and event locations.

POSITION ROLES AND RESPONSIBILITIES:

Program Support (30%):

- Assist in the planning and execution of virtual and in-person events, e.g. webinars, state school-based health care conference, Board meetings and annual retreat, and other meetings. Support planning, webinar (Zoom) set-up, event registrations, communication with participants, logistics, and responses to participant comments/questions.
- For all grants and contracts: support proposal writing and budgeting, monitoring for compliance, activities and deliverables, reporting and invoicing
- Support youth engagement and development activities in program implementation

Communications Support (30%):

- Assist in preparing, updating, and/or proofreading internal and external-facing documents, materials, fact sheets, and resources

- Manage or support website updates and blog posts (Wordpress), newsletter (Mailchimp), and social media posts.
- Monitor communications metrics to assist WA SBHA in making data-informed decisions on reaching the SBHC field, partners, policymakers and stakeholders

Administrative / Operations Support (30%):

- Provide administrative support for staff and Board meetings, e.g. scheduling, preparing agenda, taking notes and documenting meeting minutes
- Respond to general phone and email inquiries to WA SBHA; coordinate with ED and other staff to respond to more complex inquiries
- Assist with coordinating interviews, new staff and Board member onboarding, team celebrations, and team-building activities
- Assist with contractor / vendor research, management, and payments
- Assist staff and Board members with travel and reimbursement requests
- Assist with other scheduling, administrative, and general office tasks as assigned

Development Support (10%):

- Process and send thank you letters to individual donors
- Maintain list of donors and donor prospects
- Prepare invoices and follow up as needed with event sponsors, etc.

SKILLS & COMPETENCIES

- Excellent organizational skills
- Excellent writing, proofreading, and editing skills, with an eye for detail and ability to adapt to different writing styles such as internal reports, grant proposals and reports, presentations, website content, fact sheets, advocacy one-pagers
- Strong customer service, interpersonal, and culturally-responsive communication skills
- Experience and ease with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required
- Experience with Zoom, Wordpress and/or Mailchimp strongly preferred
- Experience with budgeting and/or graphics a plus
- Ability to meet deadlines, work with minimal supervision, manage multiple and complex tasks, take initiative, and prioritize assignments
- Ability to work collaboratively and flexibly in a small team and to foster a respectful, cooperative, problem-solving team environment
- Eager and quick to learn, with a growth mindset and can-do attitude
- Willingness to travel and to work occasional weekends/evenings

EXPERIENCE AND EDUCATION:

- Bachelor's degree plus one year of related experience, OR equivalent combination of education and work experience
- Experience or interest in education and/or health care strongly preferred

POSITION DETAILS:

WA SBHA offers a work environment that is inclusive, values-based, flexible, and family-friendly:

Full time: Workweeks averaging 40 hours /week. Occasional evening and weekend meetings required.

Reports to: Executive Director, or, in his/her absence, the Program Manager.

Classification: Exempt.

Location: This is a work-from-home position, with some travel across Washington. Travel will increase as COVID-19 impacts and precautions lessen.

Compensation: Commensurate with experience, starting at \$53,000. Benefits include health benefits, retirement benefits, paid holidays, PTO (Paid Time Off for sick time and vacation), travel reimbursement, flexible work environment, and professional development opportunities.

Supervises: No employees to supervise at present.

APPLYING:

Open: Until filled; priority given to applications received by **January 23, 2023**.

How to apply: Email cover letter, resume and contact information for three references to Sandy Lennon at slennon@wasbha.org; please include "Program Assistant" in subject line.

COVID-19 Vaccination Requirement: In accordance with WA SBHA's duty to safeguard the health of our employees, communities, and partners, WA SBHA requires candidates who are selected for interview to provide proof of vaccination against COVID-19 in order to be considered for this position. (Approved request for medical or religious exemption and accommodation will be considered.)

Equal Opportunity Employer: WA SBHA is an equal opportunity employer committed to diversity, equity and a climate of inclusivity. We seek and value diversity in identity and lived experience based on race, ethnicity, immigrant or refugee status, gender, sexual orientation, age, abilities, religion, geography, socioeconomic status, family status, veteran status, and system involvement. We strongly encourage applications from candidates from all backgrounds who can demonstrate that they understand and can contribute to racial equity and social justice goals.