



Position Opening

January 15, 2009

Program Assistant

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a part time Program Assistant for the Center for Civic Partnerships (CCP). The position is located in Sacramento, CA.

About the Program:

CCP is a support organization that strengthens individuals, organizations, and communities by facilitating learning, leadership development, and networking. We envision a world where everyone can live a healthy, productive life in a clean, safe environment. For more information about CCP visit www.civicpartnerships.org.

The Center has provided technical support to over 150 cities, communities, and organizations in California and across the nation. In addition, the Center sponsors educational programs and develops resource materials for funders, local policy-makers and government administrators, nonprofit organizations, and community members. The Center's main areas of focus are community-building and organizational development with a cross-cutting emphasis on sustainability.

About the Position:

Assignments of work are based on project needs and priorities. Examples of potential opportunities may include, but are not limited to:

- Reviewing comprehensive, collaborative workplans and progress reports
- Becoming aware of foundations and funding priorities in the field
- Participating in professional development activities and trainings
- Learning techniques for policy development and education, service integration, collaborative development, providing technical support, etc.

Duties & Responsibilities:

- Conducting library, telephone and Internet research to locate resources
- Reviewing, editing and preparing copy for project newsletters and other publications
- Collecting and compiling documentation for reports, logs, and evaluation summaries
- Creating/updating web page content
- Maintaining project resource library and consultant database

- Developing and distributing learning tools and resources
- Handling routine technical support requests
- Preparing for educational programs such as workshops and teleconferences

Qualifications:

- High School diploma or its equivalent is required and the completion of some graduate school-level coursework in public health, public administration, nonprofit administration, organizational development, community development, urban/regional planning or related field is highly preferred.
- Strong internet (e-mail and www) skills
- Proficiency in word processing and spreadsheet software (Microsoft Word and Excel preferred)
- Excellent communication skills
- Interest and belief in preventive health, community-building, nonprofit capacity building and/or collaborative programs highly preferred
- Experience developing promotional/educational materials
- Experience conducting library and internet research
- Experience working in an office environment providing program/administrative support
- Ability to work on multiple projects and meet deadlines

Compensation:

This is a non-exempt position and the hourly wage is commensurate with experience.

How to apply:

To apply for this position, go to PHI's Career Site at www.phi.jobs.

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send a cover letter telling us a little bit about yourself and a resume and ASAP to:

Public Health Institute
555 – 12th Street, 10th Floor
Department #007, Oakland, CA 94607-4046
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