



1113 E. Franklin Avenue, Suite 202 | Minneapolis, MN 55404 |
Phone 612.253.4715 Fax 612.872.7849 | www.mnachc.org

POSITION OPEN: PROGRAM ASSISTANT

The Minnesota Association of Community Health Centers (MNACHC) seeks an individual for the position of Program Assistant. This position will work under the direction of MNACHC's Director of Partnerships & Development and support a team of four directors - Executive, Policy, Partnership/Development, and Quality - in carrying out our work on behalf of Minnesota's community health centers. Experience with health care and community organizations/safety net programs is a plus.

The position requires a self-motivated person who is IT savvy, has strong written and oral communication skills, and is comfortable working in and with a diverse community. This person must be able to work both collaboratively and independently.

The Program Assistant is an exempt position at 32 hours/week (0.8 FTE) with a comprehensive benefits package.

Degree and Area of Specialization: A minimum of an Associate's degree or two years of experience in public/community health, IT, communications, office management or a related field. Bachelor's degree or 4 years of experience preferred.

Desired Qualities: The successful candidate will have an interest in working as a team member with agency and project staff and possess strong oral and written communication skills, organizational skills and have a positive attitude. Experience with MS Word, Excel, Outlook, Power Point and Word Press required.

Responsibilities: This is an exempt position with independent decision making within a collaborative environment. See the following page for details.

How to Apply: Send cover letter, resume, and names of 2 references by 02/24/2017. Email information to admin@mnachc.org or send by mail to

MNACHC, re Program Assistant Position
1113 E. Franklin Ave., Suite 202
Minneapolis MN 55404

Applications will be reviewed after 03/01/ 2017.

Minnesota Association of Community Health Centers

MNACHC is the nonprofit association of Minnesota's Federally Qualified Health Centers (FQHCs), the safety net clinics that provide comprehensive preventive and primary care services to all, regardless of insurance status or ability to pay. MNACHC works on behalf of its members and their patients throughout our state to promote the cost-effective delivery of affordable, quality primary health care services. Member clinics offer medical, dental, and mental health care to approximately 180,000 Minnesotans each year, the majority of whom are medically underserved due to income, insurance status, geography, and/or cultural barriers. www.mnachc.org.

"Working Together for Affordable Health Care"

PROGRAM ASSISTANT

(Exempt position at 32 hours/week [0.8 FTE] with a comprehensive benefits package)

Purpose of Position:

The Program Assistant will manage MNACHC's organizational and conference web sites; provide administrative and logistical support for annual conference, workshops, webinars and peer learning teams; and serve as primary contact for office supplies and infrastructure needs.

Responsibilities:

The Program Assistant is an exempt position with independent decision making within a collaborative environment. The Program Assistant will perform a broad range of administrative and programmatic duties including:

- **Web Site Development** for the MNACHC office which includes creation of a structure for web-based resources in the areas of Clinical Care, Health Center Operations, Financial Management, and Governance. Included in each will be
 - Best practices/protocols/sample policies & procedures
 - Training and Technical Assistance
 - Consultant Repository
- **Work as part of a multi-agency Core Planning Team on the Many Faces of Community Health Conference** which takes place each October.
 - Update conference website www.manyfacesconference.org regularly
 - Participate in planning team meetings and keep team on track
 - Develop written communications for web, email, and print
 - Interact with speakers, sponsors, exhibitors, and attendees both prior to and onsite at the conference
 - Carry out other tasks as Team member including but not limited to assisting with sponsor & exhibitor solicitations and implementing the scholarship program
 - Assist with development & implementation of the conference evaluation.
- **Support MNACHC Directors' Training & Technical Assistance to members** through:
 - Member communications and website/blog postings
 - Planning and on-site logistics
 - Evaluation development & implementation
- **Office Management**
 - Primary contact for IT, telephone, copy machine, or other equipment needs
 - Monitor/order office supplies, including conference room beverages
 - Hospitality arrangements for meetings

Desired Qualities:

The successful candidate should have an interest in working as a team member and possess strong oral and written communication skills, organizational skills and have a positive attitude. Experience with MS Word, Excel, Outlook, Power Point and Word Press required.

To Apply

Send a cover letter, resume, and names of 2 references by 2/24/2017 either by email to admin@mnachc.org or by mail to MNACHC - Program Assistant Position, 1113 E. Franklin Ave., Suite 202, Minneapolis MN 55404. Applications will be reviewed after 3/01/ 2017.