



**PUBLIC HEALTH INSTITUTE
POPULATION HEALTH INNOVATION LAB
NORTHERN ACES COLLABORATIVE
PROGRAM ASSOCIATE II - JOB DESCRIPTION**

SUMMARY

This is a part-time, time-limited position (up to 19 hours per week), within the Northern Adverse Childhood Experiences (ACEs) Collaborative, which is a division of the PHI Population Health Innovation Lab (PHIL). This position will support the Division Director to implement the Northern ACEs Summit to be held in June 2020 in Redding, CA and support the Northern ACEs Collaborative. This position will be remote and priority in hiring will be given to those applicants who are based in Sacramento, Chico, or the Redding areas. It is anticipated that the start date will be February 1, 2020 through June 30, 2020. Some local travel may be required.

The position is responsible for assisting in the support of the NAC sub-committees and the planning of the Northern ACEs Summit.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

MEETING PLANNING: (50%)

- Create and manage registration mechanisms
- Oversee and track event registrations
- Works with local venue(s) to provide guidance in set-up and logistics of the event.
- Oversees social media and website updates for the event
- Supports event planning committee monthly meetings
- Develops a timeline of key activities to implement the event and ensures completion.
- Meets regularly with Division Director to provide updates

SUB-COMMITTEE SUPPORT: (50%)

- Provides scheduling, meeting attendance, and note taking for each of the three NAC sub-committees on a monthly basis
- Conducts follow-up and research on key outcomes from each meeting.
- Conducts legislative research related to NAC priorities
- Conducts updates and uploads information to the online NAC platform for NAC partners.

- Maintains NAC partner contact listing
- Provides writing support for grants and other written communications
- Maintains relationships with other agencies and contractors.
- Provides contract development support to the Division Director.
- Other duties as assigned

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong skills using Microsoft Word, Excel, PowerPoint, Access and Publisher, as well as tools for document tracking and version control.
- Creative problem solving and negotiation skills
- Strong oral and written communication skills including the ability to listen non-defensively, speak persuasively, and write coherently
- Ability to use Zoom, WebEx or other online communication tools
- Ability to develop newsletters and other written communication
- Ability to perform website updates using WIX or Word press.
- Experience developing a meeting/event app for mobile phones
- Excellent interpersonal skills and attention to detail: able to work with diverse individuals and organizations including the foundation funders, the host organization, product users, vendors, and advocates.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in journalism, communications, public health, or other related area.
- Five years-experience in meeting/event planning
- Three years administrative support, preferable in the public health or non-profit field

SUPPLEMENTAL QUESTION

Please provide an example of recent experience you have had in planning a large event. Please describe your role.

To apply, please visit the Public Health Institute website at www.phi.org or click on the following link:

<https://www.phi.jobs/postings/7712>

