



Needed: Part-time program assistant for communications, administration and operations

The New Jersey Healthy Communities Network seeks a part-time consultant to provide communications, operations and administrative support. This position supports the implementation of a grant program promoting healthier communities across New Jersey.

The job is primarily remote, however the consultant will interface via telephone, email, conference call and, post COVID, occasional on-site program meetings.

Please see the program [website](#) for more information about the program and its grantee communities.

Responsibilities

- Interface with program director, operations consultant and coaches, as well as approximately 40 grantee organizations
- Support program communications
 - Monitor, troubleshoot and report to director on the [program blog](#). Assist grantees as needed with uploading their bi-monthly blogs and photos
 - Develop social media content based on blog submissions and in alignment with social media strategy recommendations from operations consultant
 - Monitor and track social media and newsletter engagement
 - Coordinate to publicize success stories from program
- Provide administrative and operational support
 - Monitor and track coach quarterly reports
 - Monitor and triage njhcn16@gmail.com
 - Maintain and update grantee organization master spreadsheet/contact list
 - Support grantee training logistics and follow-up
- Other special projects and tasks as assigned by director and operations consultant
- Other administrative or coordinating support to director and operations consultant, as needed
- Regular supervisory telephone meetings with director, as needed

Required knowledge and skills

Ability to write clearly; comfort and discretion in dealing with numerous program stakeholders; dependability in following through on multi-step assignments; ability to work off-site and independently; ability to respond promptly to the director during scheduled work hours.

Ease with and working knowledge of Constant Contact, GoToMeeting, social media platforms including FaceBook, Twitter and Instagram, Hootsuite, as well as Excel, WordPress, Survey Monkey.

Experience working in a non-profit or public health/public policy environment a plus. Commitment to social justice and health equity a plus.

Minimum of a bachelor's degree required, preferably in public health, health communications or related field.

Schedule and Compensation

Assistant will work up to 15 hours per week and will receive \$25/hour. Assistant will be an independent contractor, for a one-year, renewable term. Position starts in January, 2021 or when filled.

To Apply

Please respond to njhcn16@gmail.com. Subject heading: "Program assistant position"

In the email, write a *brief* paragraph describing why you are interested in the position and what you bring to the position. Please attach a resume.