

## **Program Assistant to Public Health and Practice Support Director**

### **Position Summary**

- Provide direct support for public health education and practice support activities and create marketing materials for educational events.

### **Continuing Professional Development (CPD)**

- To handle the logistics for public health CPD events including program announcements/brochures, meeting room/equipment, reservations, refreshment arrangements, contractual agreements, correspondence with speakers, hotel and flight arrangements, participant registrations, handouts, participant/program invoices, honorarium payments, evaluations, and program closeouts
- To maintain accurate and up-to-date program files
- To apply and maintain files for all credits relating to respective disciplines
- To handle administrative activities for practice support services
- To create electronic marketing events using Campaigner
- To provide back-up assistance to the receptionist and program faculty assistants with prior approval by the immediate supervisors

### **Technology/Marketing**

- Responsible for coordinating Virtual and Audio meetings
- Assists with laptop, LCD, projectors, etc. for speakers
- Review and make sure updated information pertaining to respective disciplines is on the website and CPD calendar
- Update social media as requested
- Proficient in: Word, Excel, PowerPoint, Publisher and knowledge of Outlook and InDesign

### **Preferred Education and Experience:**

- Experience in health care or educational setting, planning, development and implementation of continuing education and workshops
- 2 years' experience in an administrative support role or equivalent
- Valid NC Driver's License
- Ability to manage confident and sensitive information appropriately
- Should be well organized, self-directed, and independent; can interact with staff, faculty, and the public in a professional manner
- Must be able to manage multiple responsibilities and meet deadlines