

Program Assistant – Pharmacy, Oral and Allied Health, and Nursing CPD

POSITION SUMMARY: Provide direct support for the Director of Pharmacy Education, Director of Oral and Allied Health and Coordinator of Pharmacy CPD, and the Director of Nursing and Interdisciplinary CPD; thereby, contributing to the improvement of the quality, quantity, and distribution of healthcare personnel, students and resources in the five counties of Area L.

GENERAL DUTIES AND RESPONSIBILITIES:

- Update personal records in CASCE to ensure accurate information is maintained for marketing purposes.
- Create program announcements/brochures.
- Provide support to the Director – Pharmacy Education.
- Provide support to the Director – Oral Health and Allied Health CPD and Coordinator of Pharmacy CPD.
- Provide support to the Director – Nursing and Interdisciplinary CPD.
- Handle logistics concerning CPD events.
- Manage speaker correspondence and reservations related to event logistics and travel, facilitate contractual agreements managed by PD, manage collection of required documentation, invoicing, and payments of speaker honorariums.
- Perform general administrative duties of CPD programs including: insure accuracy of CASCE data prior to programs, assess for similar programs being offered by other AHECs, reservations of rooms, assess for program marketing pictures that meet copyright guidelines, equipment, refreshments, program registrations/confirmations/refunds/invoices, on-line handouts/evaluations/certificates, develop speaker honorarium forms.
- Maintain and submit all program invoices, receipts, aligning with designated budget and budget codes related to program close-outs.
- Submit participant evaluations and compile results to submit to PD, create and send thank you letters to speakers, complete close out in CASCE.
- Maintain documentation to ensure ADA CERP, NCNA, and ACPE standards are met, and all reporting is accurate and timely and maintain up-to-date electronic files.
- Work closely with the administrative team to ensure that all reports, forms, and administrative requests are completed on a timely basis to help contribute to the financial and overall success of Area L AHEC.
- Proof all brochures and marketing for the office.
- Proficient in Microsoft 365, Zoom, Adobe Acrobat, and Publisher.
- Assist with any CPD events, as needed.
- Process online registrations, PayPal, and online payments in the Administrative Assistant's absence and provide backup to Campaigner and student services as needed.
- Maintain documents in the Knox Box for first responders and schedule fire extinguisher training.
- Attend at least one workshop related to job responsibilities and participate in staff development workshops.

- Phone coverage.

MINIMUM QUALIFICATIONS:

- Valid NC Driver's License
- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work
- Ability to manage confident and sensitive information appropriately

PREFERRED EDUCATION AND EXPERIENCE:

- Experience in health care or educational setting, planning, development and implementation of continuing education and workshops
- Bachelors in administration or related field preferred or three to five years' experience in an administrative support role or equivalent
- 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
- Excellent oral and written communication skills; demonstrated effectiveness working as part of a team; must be computer literate in programs mentioned above (Microsoft 365, Zoom, Adobe Acrobat and Publisher)