

Program Assistant – Statewide Projects, Practice Support and Student Services

POSITION SUMMARY:

Provide direct support for public health continuing professional development (CPD) activities, practice support activities, statewide projects, and student housing.

GENERAL DUTIES AND RESPONSIBILITIES:

CPD/Campaigner/Technical Assistance & Support:

- Coordinate logistics for the Statewide Projects and Public Health CPD meetings and activities:
 - Ensure that all CPD related data is accurate and up to date in CASCE.
 - Create CPD marketing announcements/brochures.
 - Coordinate reservations of meeting room, equipment, and refreshment arrangements.
 - Correspondence with speakers: facilitate contractual agreements managed by Program Director, arrange reservations for hotel and flight, and honorarium payments.
 - Coordinate participant registrations and handouts.
 - Coordinate CPD close out: maintain and submit all program invoices and receipts aligning with designated budget and budget codes; submit participant evaluations and compile results to submit to Program Director, create and send thank you letters to speakers; complete close out in CASCE.
- Proficient in: Microsoft 365, Adobe Acrobat, Zoom and Publisher.
- Provide administrative assistance and support for practice support services as requested by the Director of Practice Support.
- Provide administrative assistance and support for student services, coordinate logistics for meetings and events, attend events when needed and assist with student housing.
- Provide back-up to Assistant for Administrative Activities and Program Assistant for CME, Nursing, Pharmacy and Oral Health as needed.
- 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.
- Assist with any CPD events, as needed.
- Assist with student services.
- Process online registrations, PayPal, and online payments in the Administrative Assistant's absence and provide backup to Campaigner 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 as needed.

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 role.
- Must be well organized, self-directed, and independent; ability to interact effectively and professionally with team members, faculty, and the public.
- Must be able to manage multiple responsibilities and meet deadlines.
- Must have excellent oral and written communication skills; detail oriented, willingness to be an effective team member and proficient in Microsoft 365, Zoom, Adobe Acrobat and Publisher.