

Alaska Health Fair, Inc.
Job Description
Program Associate, Part-Time

Updated 7/27/2017

POSITION DESCRIPTION:

Position: Program Associate – Part Time
Salary Range: \$13.46 - \$14.42 per hour, paid time off
Classification: Permanent, part-time, hourly
Supervisor: Program Director

OVERALL RESPONSIBILITIES:

The position is responsible for supporting the Program Director in the planning, development and implementation of health fairs. This includes a wide range of duties, such as communicating with Volunteers, Health Educators, and Site Coordinators; updating/maintaining information in spreadsheets; and performing other duties as assigned. Timeliness and dedication to the responsibilities of the position are of utmost importance. May need to travel within AK and assist at health fairs. A valid driver's license is required. Because preparing for Health Fairs requires loading and unloading of supplies, a person in this position is expected to be able to lift 50 lbs.

KNOWLEDGE AND SKILLS REQUIRED:

1. Self-motivated and able to work with minimal supervision
2. Able to multi-task in the face of changing priorities and high degree of stress
3. Able to work well with people; in person, on the telephone, and via email and social media
4. Able to resolve conflicts and address client concerns or grievances to satisfaction
5. Proficiency using a computer, word processing, and providing general clerical support
6. Excellent written communication; excellent cross-cultural communication skills
7. Valid driver's license and ability and willingness to travel within the state
8. Ability to lift and move 50 lbs

DUTIES:

Support Program Director with all aspects of delivering Health Fairs, including:

1. Preparation for, packing materials for shipment, set up, event coordination and break down post event.
2. Communicate with Medical and Non-medical Volunteers.
3. Communicate with Health Educators and event Sponsors.
4. Communicate with Site Coordinators.
5. Assist with health fair promotion.
6. Process forms; maintain appropriate spreadsheets in Excel (Volunteers, Health Educators, Client statistics; event statistics, etc.)
7. Maintain event records.
8. Use phone, fax, and email to communicate with Clients, Volunteers, and other stakeholders.
9. May need to travel within AK and assist at health fairs.
10. Perform other duties as assigned.

BENEFITS:

Holidays, paid time off, flexible schedule on approval.