

**Alaska Health Fair, Inc.**  
**Job Description**  
**Assistant Program Director, Full Time**

**Updated 7/27/2017**

**POSITION DESCRIPTION:**

**Position:** Assistant Program Director – Full Time  
**Salary Range:** \$2,154 - \$2,307 monthly, health benefits, paid time off, winter+summer breaks, holidays  
**Classification:** Permanent, full-time, exempt  
**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 working with Volunteers, Health Educators, and Site Coordinators; assisting with all phases of Health Fairs; working directly with clients to provide information and addressing their concerns; updating/maintaining information in corresponding databases; and performing other duties as assigned. Some events are held during the work week, but the vast majority of health fairs take place on Saturdays during spring and fall. The person in this position is expected to work on some weekends and outside of normal business hours. Timeliness and dedication to the responsibilities of the position are of utmost importance. Travel within the state is required. 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
9. Ability and willingness to work on Saturdays during spring and fall.

**DUTIES:**

Assist 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. Secure Medical and Non-medical Volunteers.
3. Secure Health Educators and Sponsors.
4. Provide support to Site Coordinators.
5. Assist with health fair promotion.
6. Process forms; maintain appropriate databases (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. Perform other duties as assigned.

**BENEFITS:**

Holidays, paid winter and summer breaks (approximately one week-long each), plus additional paid time off, health benefits plan, flexible schedule on approval.