

**Alaska Health Fair, Inc.**  
**Job Description**  
**Associate Program Director**

**POSITION DESCRIPTION:**

**Position:** Associate Program Director  
**Salary Range:** \$16-24 per hour DOE  
**Classification:** Part-time (hourly)  
**Supervisor:** Program Director or Executive Director

**OVERALL RESPONSIBILITIES:**

The Associate Program Director position at Alaska Health Fair, Inc., a nonprofit organization dedicated to promoting health and wellness across Alaska, provides an exciting opportunity to play an integral role in community health improvement. This role involves planning, executing, and developing health fairs across various Alaskan communities. The Associate Program Director liaises with community stakeholders, recruits and manages volunteers, develops partnerships with event sponsors, and oversees the program's promotional activities. This position requires flexibility in working hours, frequent travel, and strong administrative and interpersonal skills. Applicants with a Bachelor's Degree in a related field or three years of professional experience are welcomed to apply. The role offers a competitive salary range and a robust benefits package for full-time employees. It presents an excellent opportunity to significantly impact community health and wellness in Alaska, aligning with our organization's mission and values.

**DUTIES:**

1. Coordinate health fairs with other AHF staff and stakeholders.
2. Provide technical assistance to Site Coordinators (community/organizational representatives responsible for hosting health fairs).
3. Attend regularly scheduled meetings and training sessions in the assigned area.
4. Plan, schedule, and conduct Site Coordinator orientation.
5. Maintain liaison with assigned community and organizational clients.
6. Maintain working relations with health and social service agencies in the service area.
7. Manage program correspondence and clerical duties.
8. Recruit, orient, coordinate, and retain medical and non-medical volunteers.
9. Recruit, orient, coordinate, and retain local health educators.
10. Secure, develop, and build relationships with event sponsors.
11. Collaborate with other staff to maintain, update, create, and evaluate AHF forms.
12. Oversee publicity/promotion for assigned events; coordinate with Site Coordinators, sponsors, and other AHF staff.
13. Manage program and event finances: submit monthly credit card reports (if applicable), providing all receipts; submit requests for expenditures; maintain any financial records created in the course of health fairs/program activities.
14. Conduct health fair reconciliations, which includes tracking blood screening tests, colorectal cancer screening kits, money, and reconciliation and deposits within two business days, tracking of in-kind and cash donations during the event, and meet other program requirements.
15. Drive a 16-passenger van supplies to location and back. Sometimes requires driving to a nearby community and in winter road conditions.
15. Perform other duties as assigned.

**SPECIAL CONSIDERATIONS:**

1. Ability to work well with volunteers, the general public, and other AHF staff.
2. Ability to work well under pressure, managing changing or multiple deadlines and priorities.
- 3. Ability to work flexible hours. Weekend work is required during health fair seasons.**
4. Statewide travel is required.
5. Must have reliable and insured transportation.
6. Ability to lift up to 50 lbs is required.

7. A Bachelor's Degree in health education, community programming, public service, marketing, public relations, or related fields is preferred. Three years of work experience in related fields is acceptable.

**BENEFITS:**

Part-time employment at Alaska Health Fair, Inc. does not include benefits. Full-time employment includes annual leave; dental, medical, vision insurance; and an optional retirement plan savings account.

\*NOTE: No annual leave exceeding two days is available in September, October, November, March, April, or May due to a busy health fair schedule.