



Project HEALTH Executive Assistant/Special Projects Manager

Project HEALTH works to break the link between poverty and poor health by mobilizing college students to provide sustained public health interventions in partnership with urban medical centers, universities, and community organizations. Project HEALTH volunteers run clinic-based help desks to connect families with community resources and afterschool programs that provide children facing chronic illness with the skills and knowledge to care for their health. Project HEALTH now has sites in Baltimore, Boston, Chicago, New York, Providence, and Washington D.C.

Project HEALTH is seeking a highly effective, articulate, and detail-oriented Executive Assistant/Special Projects Manager to contribute his/her energy, passion, and skills to our National Office's growing management team. The ideal candidate will envision this position as an opportunity to help realize Project HEALTH's potential in new, uncharted ways during a critical phase in our organizational development. To this end, he/she will have the ability to identify, initiate, and implement innovative solutions that will enable the Project HEALTH team to realize our vision for quality and growth. Key responsibilities of the Executive Assistant/Special Projects Manager include:

ADMINISTRATIVE & SPECIAL PROJECTS SUPPORT

- Provide leadership in completing special projects for the National Office to facilitate Project HEALTH's effective functioning and growth as a high-impact organization
- Initiate development and implementation of structures to meet administrative needs, and document and communicate administrative policies and procedures
- Provide administrative and logistical support to the Executive Director & other Project HEALTH staff, including:
 - Arranging travel and scheduling meetings
 - Managing national office administration, including maintaining office files and preparing mailings
- Provide human resources support, including posting positions, coordinating hiring, & initial vetting of applicants
- Serve as day-to-day point of contact for Project HEALTH's financial relationships, including accountant, account managers at hospital partners, and financial institutions

RESOURCE DEVELOPMENT

- Develop and implement strategies to engage current and prospective funders
- Research foundation, corporate, and individual donor prospects and draft funding proposals to build out Project HEALTH's resource base
- Organize and manage logistics of national and local fundraising and alumni engagement events
- Manage contact and fundraising databases, including inputting new contacts and recording communications
- Track donations and grants, acknowledgment of gifts, and reports and obligations to funders
- Provide leadership in implementing Project HEALTH alumni communications and engagement strategies

BOARD OF DIRECTORS SUPPORT

- Organize & staff quarterly Board of Directors meetings, including developing meeting materials and note-taking
- Serve as contact point and provide assistance as needed with meetings and initiatives of the Board of Directors

TECHNOLOGY & EXTERNAL COMMUNICATIONS SUPPORT

- Initiate and execute new procedures for management of Project HEALTH's public website and intranet
- Develop and produce external communications materials, including brochures, newsletters, etc.
- Identify and pursue new opportunities for Project HEALTH to engage in external communications

QUALIFICATIONS

- Exceptionally strong oral and written communication skills.
- Extremely organized and superb attention to detail.
- Excellent interpersonal skills, including flexibility and a sense of humor.
- Demonstrated ability to work and solve problems efficiently and independently; meet concurrent deadlines; organize time and priorities; work well as a dedicated member of a team; and communicate professionally with a variety of constituencies, including professionals and college students.
- Professional work ethic and ability to manage information and confidentiality.
- Proficient in basic web design, desktop publishing, and all Microsoft Office applications.
- Familiarity with basic principles of financial management, including ability to read and interpret financial statements. Experience with QuickBooks preferred.
- Fundraising experience preferred, including drafting grant proposals and soliciting gifts.
- Commitment to Project HEALTH's mission. Familiarity and/or experience with non-profit organizations.

SALARY, LOCATION, AND HOURS

Competitive salary with excellent benefits. Full-time position based in Project HEALTH's office in the Boston Medical Center Department of Pediatrics, Boston, MA. Occasional evening/weekend hours may be required for events.

CONTACT

Please submit a resume, cover letter, writing sample, and list of references to Meghan Chapman, Project HEALTH Executive Assistant, at hiring@projecthealth.org. Applications will be reviewed on a rolling basis.