



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	Programs Associate
DEPARTMENT:	Medical Affairs
REPORTING RELATIONSHIPS:	Deputy Chief Executive Officer/Chief Medical Officer

POSITION OVERVIEW:

The Programs Associate is an integral member of the Medical Affairs team and reports directly to the Deputy Chief Executive Officer/Chief Medical Officer.

The Programs Associate is primarily responsible for administrative tasks within the Medical Affairs Department, including but not limited to: supporting program and evaluation planning through background research and editing; conference planning; scheduling and setting up meetings; procurement; data entry; and other administrative duties. They will also provide some general support to other Children's Health Fund departments.

PRINCIPAL ACCOUNTABILITIES:

- Assist with planning CHF's annual programs conference planning, including but not limited to overseeing an application for continuing medical education credits, booking travel, assisting with the design of conference sessions, and overseeing on-site programmatic aspects of the annual conference;
- Provide logistical support for the annual policy conference;
- Provide general administrative support to the Medical Affairs Department;
- Working with Media Affairs team to provide background research and summaries to be used in grant applications, reports, and communication with national network programs;
- Set up necessary meetings with field-based health teams in the field and CHF staff;
- Format and edit departmental documents such as grant agreements, board summaries, letters, etc;
- Assist in data collection and summary for program evaluation;
- Collaborate with VP, National Programs on managing the relationship with several National Network sites;
- Collaborate with Medical Affairs team to develop and implement special projects and events;
- Provide back-up to the front desk;
- Provide general support for other Children's Health Fund departments as needed.

POSITION REQUIREMENTS:

- Bachelor's degree
- Proficiency in Microsoft Office
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Detail-oriented
- Ability to be a team player and to work independently
- Excellent interpersonal skills
- Familiarity with health systems, public health, and/or experience with underserved populations a plus

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. The Children's Health Fund offers an excellent compensation/benefits package.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc