

**Program Assistant—COVID-19**

#### **Description**

Three Rivers Public Health Department (3RPHD) is seeking a full-time **Program Assistant-COVID-19** to join our dynamic team.  **Fluent Spanish/English language skills are preferred.**

In this position, the **Program Assistant**will be responsible for providing program, and administrative support to the Public Health Nursing Manger and other public health staff as needed.

3RPHD offers a competitive salary and benefits package along with a work environment that is terrific. Please read below to learn more about this exciting opportunity.

**Job/Position Summary:**

3RPHD is seeking a Program Assistant this position is responsible for providing support for COVID-19 activities within the health department. Candidate must have a professional demeanor, ability to multi-task and prioritize. Good communications skills and the ability to provide excellent customer service are required. Candidate must be able to work in a fast-paced environment under general supervision. Bilingual English/Spanish communication skills are preferred.

**Essential Functions:**

* Provide program, administrative support to the Public Health Nursing Manager and other public health staff as needed.
* Provide scheduling assistance.
* Prepare logistical arrangements for meetings, committees, trainings, needs assessments, conferences, and internal/external activities.
* Prepare meeting agendas, meeting minutes and follow-up communication.
* Participate in the development of COVID-19 policies and procedures workgroup.
* Provide daily program support (phone coverage, copying, printing, completing forms, reviewing travel approvals, ensuring incoming external communications get to correct staff member).
* Disseminate materials to internal and external partners and maintain documentation of communication.
* Develop and maintain the official COVID-19 mailing lists.
* Performs day-to-day administrative functions and general office duties including but not limited to word processing, copying, filing, faxing, and answering phones and data entry.
* Attends scheduled department staff and clinical meetings.
* Performs other duties as required.

**Employment Qualifications:**

* High School graduate or equivalent
* Must be 18 years of age
* Experience working with public health programs
* Knowledge of basic office procedures
* Knowledge of basic office equipment including copier, fax machine, and computer.
* Knowledge of Medical Terminology
* Ability to maintain confidentiality of patient and employee information
* **Fluent Bilingual English/Spanish communication skills are preferred.**

**Deadline to Apply:  February 2, 2022**

**Contact Information:**Three Rivers Public Health Department

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Three Rivers Public Health Department is an equal opportunity employer (EOE).