

**Job Title: Program Assistant**

Supervisor: Cross-Sector Workforce Manager

Date prepared: February 19, 2021

Date updated: March 9, 2021



## Job Announcement

### Overview

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. The **Program Assistant** will work remotely and **support the coordination of the Regional Health Connector program**. The **Program Assistant** will report to the **Cross Sector Workforce Manager** and will work in collaboration with internal and external teams and partners. In alignment with Trailhead's mission, the **Program Assistant** will incorporate a commitment to inclusivity, diversity, and equity in their work, and will support a regenerative organization that actively works to reverse historical inequities within public health and within Trailhead itself.

### Responsibilities:

- Coordinate RHC program meetings; including sending meeting agendas, taking meeting notes, sending follow-up meeting notes and resources
- Coordinate content and delivery of weekly resource emails
- Assist in writing of monthly reports on the work of the Regional Health Connector program
- Assist in review of RHC monthly reports
- Maintain up to date contact information of the Regional Health Connector program internally and for external partners
- Assist in presentations on data and reporting

### Qualifications and Skills

- **Minimum 1 – 2 years of professional experience**
- **Interest or experience in public health**
- Excellent communication skills, both written and verbal
- Ability to troubleshoot, take initiative, be forward thinking in Trailhead's communication needs
- Proficiency in Microsoft Office, Outlook, Zoom, Slack, Adobe, as well as the aptitude to learn new computer applications as needed
- Keen analytic, organization and problem solving/decision-making skills
- Demonstrated work history of coordinating and completing tasks independently and on time
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication

### Key Characteristics

- Ability to focus, engage and thrive in a remote work environment (expected through 2021)
- A successful track record in setting and managing multiple priorities
- An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment

- Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality
- A team player
- Responds well and flexibly to change and stressful situations
- Commitment to the mission, vision, values, drivers and strategic direction of Trailhead Institute
- Desire to promote this work in a professional and ethical manner

### **To Apply**

Please submit a **cover letter, resume, and three professional references** to [Hiring@Trailhead.Institute](mailto:Hiring@Trailhead.Institute). Only electronic submissions are accepted.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 03/30/2021. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

This is a part-time non-exempt **remote** position, with office facilities available in Denver, Colorado. Hourly rate for this position is \$20/hour with a maximum of 20 hours/week.

This is a LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute. Part-time employment is anticipated through **12/31/2021**.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.

<http://trailhead.institute/>