



Community Health Improvement Partners POSITION DESCRIPTION

TITLE: Project Assistant, Independent Living Association

REPORTS TO: Director of Strategic Outcomes, Independent Living Association

FTE: .75

POSITION SUMMARY

The Assistant supports the Director and Manager in all aspects of the Independent Living Association (ILA), a project facilitated by Community Health Improvement Partners. As a member of the CHIP Team, the Assistant will support the implementation of tactical plans and actively support the core values, vision, and mission of the Community Health Improvement Partners.

DUTIES AND RESPONSIBILITIES

Provides operational support to the Director and Manager in all aspects of the ILA, including but not limited to:

- Coordinating meetings (scheduling meetings, preparing packets, set up and break down, IT equipment set up, ordering food, coordination of venues, meeting minutes);
- Participating and providing operational support for community trainings and events;
- Managing inventory and ordering supplies, including creating purchase orders and check requests for ILA trainings and activities
- Communicating between and within ILA committees and work team partners;
- Developing and circulating ILA work team meeting agendas and minutes;
- Developing and circulating ILA marketing and training materials;
- Organizing and tracking association membership and membership requirements;
- Assisting with ILA website and databases maintenance;
- Supporting the Manager in facilitating Peer Review and Accountability Team (PRAT), as needed which may include visiting Independent Livings;
- Support the Director with program outreach in target communities to share program purpose and publicize events;
- Assisting with member incentives program; and
- Providing support and staffing for events and special projects; including CHIP fundraising events

Additional responsibilities and duties as directed.



COMMUNITY HEALTH
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making a difference together

EDUCATION/EXPERIENCE REQUIRED

BA/BS degree in related field. Minimum of three years professional experience in both office and community settings. Familiarity and/or experience in the field of mental health preferred. Proficiency with Windows-based software (MS Word, Excel; PowerPoint, Outlook) required. Strong oral and written comprehension and communication skills, e.g. dictation, spelling, grammar and proofreading.

OTHER QUALIFICATIONS

Must be committed, dependable, and passionate about housing and mental health recovery. Must be able to work in a team environment, and adapt well in a fast-paced, changing environment. Must be well organized, detail-oriented, self-motivated, creative and organized. Excellent written, oral, and interpersonal skills. Conduct business in a respectful and professional manner required.

PHYSICAL AND MENTAL REQUIREMENTS

With or without reasonable accommodation(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making.

SALARY RANGE

\$14-17/ hour DOE. Part-time (30 hours per week). Eligible for benefits package. Hourly employee status.

HOW TO APPLY

Please submit a resume and cover letter to CHIP at chipinfo@sdchip.org. The deadline to apply for this position is January 13, 2017.

Community Health Improvement Partners is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.