

Job Announcement
Health Education Council
California Immunization Coalition (CIC)

Program Associate- Part Time (32 hours) or Full Time (40 Hours)

The California Immunization Coalition (CIC) is a 501(c)(3) non-profit public-private partnership dedicated to achieving and maintaining full immunization protection to all Californians to promote health and prevent serious illness.

Responsibilities:

Provides administrative support to a statewide coalition dedicated to eliminating vaccine preventable disease in children, adolescents and adults. Job responsibilities include but are not limited to:

- Provides administrative support and technical assistance to multiple statewide committee
- Maintains Outlook and Constant Contact databases
- Bookkeeping (prepare check requests, print checks, make deposits, reconcile credit card usage, process reimbursement forms, generate invoices, track expenses, maintain files)
- Host webinars using the ReadyTalk platform (serves as technical host)
- Conducts organization focused survey research using on-line survey tools and provides reports
- Assists in coordinating statewide meetings and special events
- Develops and formats documents (Power Point, Word, Excel, online newsletter)
- Takes minutes and drafts summary for multiple committees
- Develops agenda templates
- Maintains websites via Word Press (immunizeca.org and vicnetwork.org), managing various domain renewals and emails

Requirements:

- BA/BS from an accredited college/university and two years of related work experience or two years of college and three years of related work experience.
- Ability to communicate effectively via phone and written documents.
- Ability to use and manage online tools (e.g. Survey Monkey, Meeting Wizard).
- Knowledge of facilities management, meeting and event planning.
- Ability to understand scope of organization's work and synthesize and communicate complex information.
- Ability to manage deadlines and effectively handle multiple tasks.
- Demonstrated skill in developing and maintaining interpersonal relationships, meeting and working with all levels of staff, volunteers, and the public.

Compensation

This position has the flexibility to be part time, non-exempt or full time non-exempt. Salary will be determined commensurate with experience and education. After Six (6) months of continuous part time employment, benefits including vacation, sick leave, and major holidays are available. Health Benefits will be made available after the probation period. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications: **Open Until Filled**

E-mail or Fax your resume, cover letter (please write "RE: Program Associate" on cover letter) and one original writing sample to:

Health Education Council, ATTN: Philip Bensing

Fax: 916-446-0427 or E-mail: apply@healtheducouncil.org