



Program Assistant

Vitalyst Health Foundation is an independent, non-partisan public foundation whose mission is to inform, connect and support efforts to improve the health of individuals and communities in Arizona.

The Program Assistant is a full-time staff member that works closely with senior program staff providing administrative support for the foundation's programs.

Program Support

- Become conversant about foundation programs, evaluation, and communication efforts.
- Participate in team discussions concerning program and grantmaking strategies, program management and evaluation.
- Conduct research to contribute to program planning and execution.
- Assist in evaluation and development of new program opportunities.
- Timely create draft PowerPoint presentations providing sufficient lead time for review and modification.
- Perform general duties and participate in other projects, as assigned.

Administrative Support

- Provide clerical and administrative support as needed, including assisting with travel arrangements.
- Organize and schedule internal or external meetings; work with staff to prepare, assemble, and disseminate all relevant materials for those meetings; take minutes when appropriate for these meetings.
- Assist with communications and logistical arrangements for targeted convenings or events for the foundation and its partners.
- Actively engage with senior program staff to determine where administrative support is most needed to advance the mission and vision of the foundation.
- Work cooperatively with other administrative support staff providing additional assistance as needed.

Skills and Attributes

- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as an ability to take initiative, and anticipate informational needs as situations and projects develop.
- Possess strong writing and editing skills, and a critical eye for style, grammar, consistency, punctuation, and sentence structure.
- Proven ability to proactively plan, problem solve, and follow-up.

- Ability to handle multiple tasks, conflicting priorities and deadlines efficiently and accurately.
- Excellent clerical and computer skills, including proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and customer relationship management software, such as Salesforce.
- Ability to update websites using WordPress or similar program.
- Ability to exercise tact, diplomacy, judgment and discretion, particularly related to sensitive or confidential information.
- Approachable and respectful manner and ability to comfortably interact with people from many different backgrounds.
- Sense of humor, flexibility, and ability to contribute to a collegial, respectful, and supportive office environment.

Preferred Candidates Possess:

- Experience working within philanthropy, government or the nonprofit sector.
- Understanding of the intersection of housing, health, food systems, social justice and other social determinants of health.
- Familiarity with current web trends in social media and writing for the web.
- Design skills and graphic or video experience including an understanding of web optimized file formats.
- Knowledge of Trello or similar collaboration tools.

Annual salary: \$40,000 - \$45,000 per year

Required education: Bachelor's degree (Coursework in public policy, social welfare or non-profit management is a plus.)

Experience: Prefer at least 1 year of relevant work experience in the non-profit or foundation sector organizing information and events.

Interested candidates should send a cover letter and resume to Careers@VitalystHealth.org by Friday, June 30, 2017.