



JOB TITLE: WELLNESS COMMUNITY OUTREACH & ENGAGEMENT (COE) PROGRAM ASSISTANT

GENERAL SUMMARY

The scope of work for the Wellness COE Program Assistant (“Program Assistant”) position includes these key categories: (1) providing support for program logistics and administration and (2) support tracking community outreach efforts (e.g., surveys). Under the supervision of the Wellness COE Program Manager (“Program Manager”), the Program Assistant manages and oversees the day-to-day administrative and logistical support for the COE program activities. This individual acts as an ambassador for the Rafiki Coalition to the community at all times and assists the Program Manager in communicating with all program participants and external partners.

ESSENTIAL DUTIES:

- Provide administrative and logistical support related to programs and services of the department.
- Provide professional administrative support to the Program Manager.
- Provide information and confidently and knowledgeably represent the organization and its program services.
- As requested develop and maintain meeting minutes, meeting notes and work binders/notebooks.
- Monitor and update COE program activities calendar as needed.
- Create and coordinate sign-in sheets and support documentation related to tracking community outreach efforts.
- Plan meetings – secure location, prepare materials, make needed arrangements, manage details, including set up and break down for events.
- Coordinate conferences, workshops and training sessions.
- Perform additional and miscellaneous job-related duties as directed by the Program Manager, Director of Programs and/or Executive Director in support of the mission, goals and objectives of the agency.
- Some evening or weekend hours may be required.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree and/or minimum of 3-5 years of administrative support experience.
- Knowledge of Microsoft Office applications (Word, Excel, Outlook, etc.)
- Ability to self-monitor, to work independently and contribute to a team, and to show initiative and leadership.
- Strong verbal and written skills.
- Excellent interpersonal skills and emotional intelligence.
- Interest in public health, holistic health, and/or community organizing is a plus.
- Capacity to work comfortably and confidently in a dynamic environment with a diverse participant community.
- Sense of humor is a plus.
- CA driver’s license required.

Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.