



Position Title: Program Assistant

North Country Healthy Heart Network is looking for an enthusiastic and dedicated individual to join its team. This part-time position (24 hours per week) offers the perfect opportunity for someone seeking a flexible and positive work environment. If interested, please send a resume and cover letter to jobs@heartnetwork.org. Applications will be accepted until the position is filled.

Position Responsibilities

- Provides operational and administrative assistance to program staff
 - Schedules meetings and appointments
 - Assists in planning and overseeing special events
 - Compiles and organizes meeting materials
 - Documents and distributes meeting minutes
 - Tracks program expenses
 - Collects and shares activity details and pictures with communications lead
 - Monitors local and regional news media coverage related to Heart Network/partner projects
- Assists Executive Director with fiscal and program reporting responsibilities
 - Enters financial transactions and employee time in Quickbooks
 - Coordinates bi-weekly check run
 - Sends board and committee meeting reminders
 - Compiles and organizes board and committee meeting materials
 - Documents and distributes board and committee meeting minutes
 - Maintains organization of agency documents & record
 - Provides other administrative support, as needed

Education & Qualifications

- Enjoys working in a dynamic, fast-paced team environment
- Passionate about health and wellness
- Detail-oriented with superb organizational and time management skills
- Excellent written and oral communication skills required
- Experience with the following highly desired:
 - Basic office equipment (e.g. copier/scanner)
 - Microsoft Office 365
 - Quickbooks
 - Google for Business
- High school diploma or GED required; Associate degree business or other related field preferred
- Knowledge of the region and experience in a healthcare or public health setting a plus