

Job Opening:

**Education Program Assistant; Full Time (37.5 hours per week); Non-Exempt; Grant Funded (NYSDE)
Location: Albany Administrative Office, 855 Central Avenue 3rd Floor Albany NY 12206**

Job Summary

To promote community education and outreach initiatives within the UHPP service area by assisting in the day-to-day operations of the UHPP Education Dept.

ESSENTIAL FUNCTIONS

1. Provide secretarial and administrative support for all members of the UHPP Education Dept. as needed.
2. Field phone calls from clients and colleagues, gather information and forward and follow-up to/with appropriate department staff person.
3. Gather information from community contacts and record and disseminate requests for education programs, outreach events, and/or educational materials to UHPP Education Dept. staff members.
4. Attend and take minutes for UHPP Education Dept. meetings.
5. Assist UHPP Education Dept. staff members in conducting research on a wide range of topics including: sexual health information, UHPP health services, community resources, etc.
6. Facilitate an increased community understanding of UHPP health services and the importance of sexual health care via outreach events, community information presentations, and the dissemination of written material.
7. Assist in organizing, scheduling, and packing for educational programs and/or community outreach events.
8. Provide data entry support for all program and outreach activities via Excel spreadsheets and Microsoft Access database.
9. Assist with data collection and reporting as needed.
10. Evaluate and maintain a central filing system for all required program documents and forms.
11. Assist in maintaining departmental procedure books and draft new procedures for systems as needed.
12. Internal and external ordering of supplies for Education Dept. including the creation and submission of purchase requisition forms.
13. Organize education supplies and materials, including UHPP Resource Library, arrange for lending and/or donation of materials to community members when needed.
14. Other duties as assigned.

EDUCATION AND EXPERIENCE

- Associates degree required, Bachelor's degree preferred in Health Education or related field
- 2 years' administrative work experience required
- Knowledge and experience working in the health care field required
- Excellent computer and technology based skills especially as they relate to: data collection, database maintenance, and the use of emerging technologies for educational activities
- Possesses advanced knowledge of a wide variety of computer software including Access, Excel, Windows and MS programs
- Excellent communication and organizational skills, with an emphasis on multi-tasking, data collection, and record keeping.
- Ability to work independently and cooperatively to meet UHPP objectives

Please submit a resume and cover letter to Human Resources at AmyWolff@uhpp.org

Upper Hudson Planned Parenthood offers its employees a competitive wage, benefits package, including health and dental insurance, holidays, paid time off, retirement plan, and much more in a friendly environment.

One of the fundamental beliefs guiding Planned Parenthood is that the respect and value for all types of diversity in all aspects of our organization are essential to our effectiveness and organizational well-being. We are an equal opportunity employer.