Job Opening:  
Public Affairs Program Assistant; Part-Time (15 hours per week);  
Non-Exempt; Temporary Position end date; 12/2022  
Location: Albany Administrative Office, 855 Central Avenue 3rd Floor Albany NY 12206

To promote the goals of the agency by assisting in the day-to-day operations of UHPP’s Public Affairs Department. This is a part-time position with approximately 15 hours per week and is a temporary position to conclude at year end of 2022.

ESSENTIAL FUNCTIONS
The program assistant is responsible for the following functions, which are meant to be illustrative, but not all-inclusive, of the duties of the position.

- Field phone calls from clients and colleagues, gather information and forward and follow-up to/with appropriate department staff person;
- Gather information from community contacts and record and disseminate program requests;
- Assist in organizing, scheduling and packing for outreach fairs;
- Internal and external ordering of supplies for department;
- Create, copy and duplicate departmental handouts and forms;
- Data entry and run reports via excel spreadsheets (e.g. programs, participants, teen patients, statistics);
- Help plan special events;
- Assist with electronic documentation of grant reports and data;
- Portal and website updates and upkeep for departments and agency;
- Schedule, arrange meetings and book appropriate meeting rooms and space;
- Assist in the maintenance of public affairs lists, including the preparation and generation of reports as needed by staff and Board.
- Assist the team in arranging for clinic escorts, volunteers and interns as needed, including list maintenance, scheduling and preparation of reports.
- Assist in development and maintenance of public affairs e-mail network and web site.
- Assist in alert network mailings, public affairs meetings, and other public affairs activities as needed.
- Assist with planning, coordination and attending agency meetings and events and community events as assigned.
- Other duties as assigned
QUALIFICATIONS

A desired candidate will have an understanding and acceptance of Upper Hudson Planned Parenthood's mission, services, goals and programs. The ability to work efficiently and effectively, to prioritize, organize and perform detailed work accurately. Ability to work independently and proactively with regard to departmental needs. Must have a GED or High School Diploma. Excellent written, interpersonal and telephone skills. Knowledge of Excel spreadsheets, Windows/Word, and familiarity with internet and web site use and maintenance preferred.

Please submit a resume and cover letter to Human Resources at AmyWolff@uhpp.org no later than June 10th 2022

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.