



Upper Hudson Planned Parenthood

**JOB OPENING: Program Assistant to Operations; Part time (30 hours), Non-Exempt
Albany Administration Center**

Care. No Matter What.

Upper Hudson Planned Parenthood's mission is to promote healthy sexuality and reproductive choice through exceptional services, honest education and fearless advocacy. We serve the greater Capital District and operate health centers in Albany, Troy and Hudson, NY.

Our Operations Team is looking for a full-time Program Assistant who is interested in assisting and supporting their departmental programs and initiatives through secretarial and administrative functions. The Program Assistant will contribute to the efficiency and effectiveness of each team within the Operations department by assisting in the day-to-day functions of these departments to achieve agency goals.

Who joins our team:

Someone who respects and honors all people, likes to jump in and be creative, curious to try new things and committed to improving how we care for our community and each other. Demonstrates strong passion for our mission and desire to care for our business and contribute to our sustainability. Someone who has a positive attitude, is self-directed, demonstrates excellent written, interpersonal and telephone skills. Can handle varying assignments with flexibility and good judgment. Must be able to work efficiently and effectively; and to organize and perform detailed work accurately. Someone who is able to handle confidential and sensitive information discreetly. Knowledge of Microsoft Office, Excel, Word, and PowerPoint, and familiarity with internet and web site use and maintenance preferred.

Upper Hudson Planned Parenthood offers its employees a competitive wage, benefits package, including 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.

This post is not intended to be all inclusive, for details about the job please ask for a job description.