



## **CoNECT (Community Network for Engagement, Connection and Transformation)** *formerly Community Health Worker Network of Buffalo*

### **Program Assistant Announcement**

*For best consideration, please apply by Monday, August 17, 2020*

### **About CoNECT**

The Community Health Worker Network of Buffalo (CHWNB), now operating under the umbrella of CoNECT, formed in 2010 through the efforts of a group of advocates in health care, public health, academia, and community-based organizations looking to foster “bottom up” strategies to improve community health in Buffalo, NY and beyond. The CHWNB developed as frontline workers of and from the communities they serve (Community Health Workers), and stakeholders came together in the areas of health care, public health, housing, education, environment, food access, and social services; with the intent to empower community members to define their own challenges and opportunities and take action to self-determine their future.

CoNECT now includes the CHWNB, School Health and Wellness Collaborative, Peace, Love and Power Collective and several other community-based, intersectoral initiatives. CoNECT's mission is to build relationships, trust and power for healthier individuals, organizations and communities.

### **Essential Responsibilities and Functions**

- Assist with basic bookkeeping and financial administration.
- Update and maintain database of CoNECT contacts and other organizational systems.
- Update and maintain CoNECT internet presence (social media, listserv, newsletter, etc.).
- Update and maintain calendar of events.
- Implement and update the general administrative manual and advise on administrative efficiencies.
- Check phone and e-mail messages and direct them appropriately.
- Assist with coordination of CoNECT training, community education and events.
- Assist with meeting preparation and administration as needed (i.e. preparing supplies and materials, taking notes, etc.).
- Assist with intern/volunteer coordination and community partner needs.

### **Essential Qualifications**

- Knowledge and skills related to Microsoft Office, QuickBooks/financial management software, and other business management platforms;
- Highly flexible and adaptable;
- Experience working with individuals and communities from diverse backgrounds;
- Self-directed and able to work independently;

- Excellent writing skills, spelling and grammar; and phone skills;
- Basic bookkeeping and financial administration skills;
- Highly organized, strong attention to detail, able to set priorities and needed deadlines, and able to multi-task and carefully proof own work;
- Job duties may require travel in the City of Buffalo and surrounding region. Reliable transportation/a car is required;
- Some evenings and weekends may be required; and
- 5+ years of relevant experience is preferred.

## **Hours and Rate**

The Program Assistant is currently a part-time position of about 20-hours a week, with flexible scheduling depending on workload. Hourly rate will be commensurate with experience, with a range of \$20-\$30/hour.

## **How to Apply**

CoNECT has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to [executivesearch@mortengroup.com](mailto:executivesearch@mortengroup.com) with the subject line “**CoNECT – Program Assistant Search.**” Cover letters will be evaluated as a writing sample and should include the applicant’s salary/hourly rate requirements. Application materials must be directed to the email address above. No phone calls, please. For best consideration, applications should be received by **Monday, August 17, 2020**. Applications will be accepted until the position is filled.

CoNECT is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, pregnancy status, gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. Applicants from historically underrepresented communities, including people of color, are strongly encouraged to apply.