



Program and Administrative Assistant

Qualifications and Skills Required:

- Associate's degree in an appropriate discipline, or High School diploma with at least two years of related job experience.
- Database management and/or data entry experience.
- Strong organization skills, attention to detail, and cultural sensitivity.
- Strong writing skills.
- Experience with a non-profit organization highly desired.
- Proficiency in Word, Excel, and social media platforms.

Position Description:

The Administrative Assistant/Event Coordinator is responsible for supporting PATH staff with the coordination and execution of community-based programming and education related to healthy lifestyles and substance abuse prevention for all ages in Yancey and Mitchell counties. This individual is responsible for working closely with other staff to provide logistical support for healthy lifestyle and substance misuse efforts, manage data for the Mitchell Yancey Substance Abuse Task Force, support administration tasks for the organization, and carry out other duties as assigned. This position is directly supervised by the Associate Director/Chief Financial Officer and receives programmatic direction from the Substance Misuse Program Manager, the Healthy Lifestyles/Evaluation Program Manager, and Executive Director.

Specific Responsibilities:

- Work with Executive Director, Healthy Lifestyles/Evaluation Program Manager, Substance Abuse Program Manager, and outside consultants to capture, track, and evaluate data, and to disseminate programmatic outcomes.
- Support Healthy Lifestyles and Substance Abuse Prevention programming, including: Burnsville Fit Families 5K, Sizzlin' Summer Series, Toe River Racqueteers summer camp, Cougar Fit Club, Appalachian Youth to Youth, and Summer Food Program.
- Compile, update, and distribute information for Mental Health and Substance Abuse Resource Guide.
- Solicit, compile, update, and distribute information for annual Summer Resource Guide.
- Provide support to the Mitchell Yancey Substance Abuse Task Force in monthly meetings and at events, programs and outreach throughout the year, including attending meetings, recording and transcribing meeting minutes.
- Track and save media and PR materials (newspaper articles, radio spots, etc.).

- Provide support to Healthy Yancey and Mitchell Community Health Partnership committee members in monthly meetings and at events, programs and outreach throughout the year.
- Provide administrative support to the organization such as database entry, mailings, information and material distribution, filing, etc.
- Under the guidance of the Executive Director and Associate Director/CFO, update and maintain organizational forms, timesheets, policies, calendars, payroll schedules, etc.
- Maintain and support Espresa Wellness Challenge platform.
- Assist with community education, training, and awareness events.
- Provide direct administrative support to the Executive Director and Associate Director/CFO.
- Other duties as assigned.

Additional Information:

This is a grant-funded position. This position may require occasional travel within the state, evening and occasional early morning meetings, and occasional weekend work. Must be willing to work occasional Saturday mornings during the summer. Must be able to lift and move up to 30 pounds unassisted. Must be able to set up and clean up for activities, including equipment such as tables, chairs, signs, water coolers, and getting equipment to and from storage areas. Must possess a valid driver's license with proof of liability insurance and favorable driving history. Must pass a drug test and criminal background check prior to start of position. In accordance with the duty of PATH to provide and maintain a workplace that is free of known hazards and uphold public health best-practices, PATH requires all employees to be fully vaccinated for COVID-19 by the first day of employment. As defined by the Centers for Disease Control and Prevention, fully vaccinated at this time refers to the completion of the primary series of COVID-19 vaccines. Accommodation may be made for medical or religious exemptions.

Compensation:

Compensation range is \$15-16 per hour – commensurate with experience and skills, 20 hours per week. Benefits include flexible work schedule; 12 paid holidays; 15 days of paid time off, accrued bi-weekly; mileage reimbursement; Simple IRA with 3% employer match (eligible after 12 months of employment); \$250 per month Espresa wellness reimbursement benefit; professional development opportunities; annual cost of living adjustments; and a family-friendly work environment. PATH is a certified living wage employer.

Please submit resume, cover letter, and contact information for three references to info@pathwnc.org.