

Grant Program Assistant Job Description

An Assistant for a grant-funded program at the Mercer County Health Department provides essential support to ensure the efficient operation and successful implementation of program activities. This position plays a critical role in assisting the Program Coordinator in various aspects of program management, including administrative tasks, data collection, and community outreach. The Program Assistant will work closely with program staff, community partners, and stakeholders to advance the objectives of the grant-funded initiatives within Mercer County.

Reporting Structure

Reports to the Program Coordinator and Administrator.

Key Responsibilities

1. Administrative Support:
 - Assist in scheduling meetings, trainings, and events related to program activities.
 - Maintain program files, records, and documentation in an organized and accessible manner.
 - Prepare correspondence, reports, and other written materials as needed.
2. Data Collection and Management:
 - Support the collection, entry, and management of program data in accordance with grant requirements.
 - Assist in monitoring program indicators and outcomes, ensuring accuracy and completeness of data.
3. Community Outreach and Engagement:
 - Assist in organizing and conducting outreach activities to promote program awareness and participation within the community.
 - Distribute program materials and resources to community partners and stakeholders.
4. Logistical Support:
 - Coordinate logistical arrangements for program events, including securing venues, arranging for equipment and supplies, and managing participant registration.
5. Communication and Collaboration:
 - Communicate regularly with program staff, partners, and stakeholders to coordinate activities and share relevant information.
 - Provide support in maintaining positive relationships with community organizations, agencies, and funders.
6. Training and Capacity Building:
 - Participate in training sessions and workshops to enhance knowledge and skills related to program implementation and administration.

- Support the Program Coordinator in providing training and technical assistance to program staff and partners as needed.

Qualifications

Education and Experience:

- High school diploma or equivalent required; Bachelor's degree in public health, social services, or related field preferred.
- Previous experience in an administrative support role, preferably in a nonprofit or public health setting.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Proficiency in Microsoft Office Suite and data management software.
- Excellent communication skills, both verbal and written.
- Ability to work independently and collaboratively as part of a team.
- Knowledge of community resources and services preferred.

Working Conditions:

- The Program Assistant will primarily work in an office setting at the Mercer County Health Department in Illinois. Some travel within the area may be required for meetings, site visits, and community outreach activities.
- Occasional travel outside of the area (and potentially overnight) for meetings, conferences, and training events.

Physical Demands:

- Medium work, involving exertion of 20-50 pounds of force occasionally, 10-25 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Must be capable of lifting 40 pounds without difficulty. Physical demands exceed those of light work.

PHI Access: Varies by program