



HSHP
HISPANIC · SERVING HEALTH PROFESSIONS SCHOOL

POSITION DESCRIPTION: Program Associate Intern

IMMEDIATE SUPERVISOR: Program Coordinator

DUTIES AND RESPONSIBILITIES:

- Actively participate with the development and implementation of HSHPS Programs
- Ensures policies and procedures are incorporated to meet established program guidelines
- Contribute to the development of projects by ensuring that all contract deliverables are appropriately included in program design and schedule
- Regularly reviews and monitors the progress of HSHPS programs, including assistance with writing progress reports, meeting minutes, and evaluation summaries for programs
- Responsible for the documentation and sharing lessons learned and replicable good practices
- Work in collaboration with the Program staff to develop evaluation tools that will ensure continual program improvement and effectiveness of services and participant outcomes
- Maintain program files and databases
- Assist in writing, producing, and distributing program materials, such as publications, briefing materials, and curriculum
- Assist in planning events such as recruitment fairs, orientation, site visits
- Establish and maintain process for the identification, preparation, tracking and communication with program participants
- Draft /issue brief summaries, commentary, and support documents for interested parties including policymakers
- Maintain complimentary items such as the E newsflash, collecting data and statistics
- Assist in managing content and functionality updates to the organization's website and online services
- Undertake special project activities as assigned

QUALIFICATIONS:

- Experience with non-profit organizations and program administration with a focus on medical and/or public health programs
- Four-year college degree preferred
- Demonstrated ability to implement program vision & organizational goals, priorities, and values
- Demonstrated ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the mission and goals of the organization
- Demonstrated ability to make timely and effective decisions
- Ability to manage information and program resources cost effectively
- Proficiency in MS Office (Word, Excel, PowerPoint); File-Maker Pro and Dreamweaver a Plus
- Ability to handle multiple tasks and prioritize assignments
- Initiative and excellent organization skills
- Ability to work effectively both under pressure and without close supervision
- Professional and friendly attitude toward work and in contact with staff and visitors
- Ability to communicate clearly and effectively (Spanish a plus)
- Flexibility; ability and willingness to work occasional overtime

Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.