

Association of North Carolina Boards of Health

Job Position Available: Administrative Assistant

Advertisement dates: October 15- Nov. 15, 2024 (OR UNTIL FILLED)

Description of Work

The Association of North Carolina Boards of Health (ANCBH) serves North Carolina's local health boards and their members in their efforts to protect and promote the public's health. The Association promotes high standards of comprehensive public health services for the citizens of North Carolina; provides consultation and education for, and facilitate the exchange of ideas among, health board members; supports health policy and finance issues in support of North Carolina public health; promotes programs and projects deemed necessary to protect and promote the health of the citizens in North Carolina; promotes close working relationships between local boards of health and other allied agencies; and supports public awareness of public health issues and dangers. The Administrative Assistant will report to the Executive Director of ANCBH.

Responsibilities

- Coordinate and organize such events as the ANCBH Annual Meeting, ANCBH Board of Directors Meetings, workforce development programs/conferences, annual nurses conference, etc. Support meetings by taking and distributing board minutes, when requested.
- Assist with the development, implementation and distribution of monthly newsletters.
- Assist with website administration, maintenance and coordination.
- Assist with the generation of online content that engages audience segments such as BOH members or Local Health Directors. Assist with decisions of when to disseminate info and by which means (memos, emails, website, direct mail, etc.).
- Send out annual dues notices to health departments and follow up with those who have not paid.
- Maintain archival storage of all print and electronic documents including, but not limited to, newsletters, brochures, and the Nonprofit's website.
- Create appropriate media correspondences and communications as warranted.

Knowledge, Skills and Abilities / Competencies

- Demonstrate written and oral communication skills, including experience with memo writing and emails, basic accounting and bookkeeping skills, attention to detail, and the ability to manage time independently to meet deadlines.
- Knowledge of Windows and Microsoft office programs, including proficiency with Microsoft 360 Suite.

Preferred Experiences

- Highly collaborative style; relationship builder
- Experience with public health services

- Excellent writing/editing and verbal communication skills
- Ability to manage a variety of key initiatives concurrently
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, student intern volunteers, donors, program participants, and state and local-level supporters
- Self-starter, able to work independently; enjoys creating and implementing

Hours may shift to meet projects of the organization. For example, when a state-wide meeting is being planned, additional hours may be required to prepare for the conference. There may be some days where will be limited. Work hours will be averaged out to accomplish our goals.

This work may be accomplished mainly from a home office, zoom meetings, and attendance to some face-to-face meetings will be expected. Equipment required: cell phone, computer with MS Office programs, and ability to learn Survey Monkey, Eventbrite, etc.

CONTACT or send resume directly to:

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anCBH.org