

## **Kansas City Healthy Start Initiative Position Description**

**Title:** Program Assistant

**Reports to:** Project Director, Kansas City Healthy Start Initiative (KCHSI)

**Basic Function:** This position is responsible for assisting with the planning and facilitation of various outreach activities and events; dissemination of program information for the Mother & Child Health Coalition's (MCHC) Kansas City Healthy Start Initiative. This position requires excellent communication skills and some evening and weekend work schedules. This position plays a significant role in the efforts of decreasing the infant mortality rate, eliminating disparities and improving the health of pregnant women and infants. This is a part-time contract position and this position does not maintain a caseload.

### **Role & Responsibilities:**

- Represent Kansas City Healthy Start (KCHSI) at community events;
- Assist with planning, facilitation and recruitment of male involvement initiative;
- Assist with the preparation of all public and media communications, i.e. drafting letters and press releases, making telephone calls on behalf of KCHSI;
- Assist with the sustainability efforts for KCHSI;
- Attend the following meetings: Mother & Child Health Coalition Quarterly and Adolescent Health Committee;
- Assist the Education and Health Promotion Coordinator with maintenance of Resource Library;
- Perform other duties as assigned by the KCHSI Project Director.

### **Education Requirements:**

- High School Diploma
- Associate or Bachelors degree preferred

### **Qualification Requirements:**

- Knowledge of community services and resources in the KC metropolitan area;
- Ability to work effectively with project staff and to be a team player;
- Capacity to maintain full confidentiality of program participant information and data;
- Basic computer skills;
- Excellent communications and organization skills.

**Contact:** To apply, send a letter of interest and a copy of your résumé to [info@mchc.net](mailto:info@mchc.net)