Job Description: Program Assistant

Position Available **Immediately.** Desired Start Date: November 2008

**Qualifications:** Bachelor’s Degree or prior administrative experience relevant to job requirements

The person in this position reports directly to Office Manager of the Trauma Center.

Full Time: 40 hrs/wk, flexibility in scheduling; part-time will be considered; some early evening hours required.

- Competitive Salary & Benefits
- Salary Range: $12-14 hourly rate (based on experience) with excellent benefits package

The program assistant carries two primary responsibilities: programmatic support for Training and Education initiatives, and provision of administrative support to the Office Manager.

Programmatic support for Training and Education Initiatives may include: coordination of details relevant to educational workshops, including management of workshop registrations and payments, point of communication with participants, development and coordination of brochures and other marketing tools, including duplication and mailings; support in the range of tasks for seamless training operations (i.e., event set-up, preparation of handouts, etc.). Solid communication and organizational skills are essential.

Additionally, the program assistant will provide administrative support to the Office Manager. This will include routine tasks (photocopying, faxing, correspondence, billing, and purchasing) that support the ongoing operation of all Trauma Center programs, including the Trauma Center satellite clinic and group practice, training programs and lecture series. The individual will perform other appropriate office tasks, as requested by the Senior Management Team, which may involve traveling between the corporate headquarters (in Boston, MA) and clinic site (in Brookline, MA) (note: both are public-transportation accessible).

In addition, this position involves correspondence with JRI’s marketing and fiscal departments, as well as provision of support for Trauma Center marketing and fund-raising initiatives, including event-planning/coordination.

A well qualified candidate must be a self motivated professional with exceptional communication, interpersonal, organizational, marketing, and multitasking skills. Facility with commonly used computer programs (i.e., Microsoft Office) is required; experience with Microsoft Access, DreamWeaver are desirable but not required.

Please email or fax Resume and Cover Letter to:
The Trauma Center, Attn: Lee Fallontowne
1269 Beacon Street
Brookline, MA 02446
(617) 232-1303 ext. 201
(617) 232-1280 (fax)
lfallontowne@traumacenter.org

*JRI is an equal opportunity employer and actively seeks candidates from diverse backgrounds including women, communities of color, the LGBT community and people with disabilities*
Program Assistant Responsibilities (Include but not limited to):

Training and Education Support

- Maintain registration list for all workshops; point-of-contact for workshop registrants; assist with day-of operations, including preparation of handouts, room set-up, etc.
- Prepare and coordinate brochure mailings and other marketing initiatives
- Log product orders and workshop payments
- Identification of appropriate training facilities in New England Region; point-of-contact with training facilities
- Maintain organizational system so that workshop tasks are completed in an appropriate time-frame
- Assist Training Division administration with range of tasks necessary for seamless department operation

Operations

- Provide administrative support for the Office Manager and the Senior Management Team, including faxing, filing, photocopying, purchasing of supplies, and maintaining correspondence between JRI departments and The Trauma Center, and perform other project tasks as requested
- Assist in coordinating schedule of speakers for the Lecture Series; coordination of venue setup; AV and marketing support of the Trauma Center Lecture Series
- Maintain and update resource file, contact list, mailing lists, and list serve
- Maintain and update webpage (will train in required skill set, if necessary)
- Provide computer support services as requested
- Provide administrative support to Trauma Center Staff as requested
- Assist with bulk mailings, fundraising, and other correspondence
- Coordinate logistics for Special Event Planning and Fundraising
- Design & Duplication of Marketing Materials
- Public relations (involving communication with stakeholders, agencies, and clients)