

Program Assistant – Partnership for Healthy Cities

Vital Strategies

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of **Program Assistant – Partnership for Healthy Cities**. The Program Assistant will be supporting a new program that engages cities around the world in improving their public health policies. The position is based in New York City. Applicants must possess a valid work permit to work in New York City.

Background:

The Program Assistant will report to the project's Director. He/she will provide administrative and organizational support related to the activities of the program. This includes information management, coordination with the global team of project officers, and liaising with the Procurement and Travel Officer and Grants Manager to ensure the smooth operations of the program. The Program Assistant will work closely with the Deputy Director of the Public Health Programs division, and may be asked to assist with tasks for other programs, as needed.

Specific Duties:

- Support the Director and program team with administrative tasks, including scheduling meetings and maintaining calendars, taking and distributing meeting notes, and other tasks as needed.
- Devise and maintain organizational systems for the program, including accurate filing systems.
- Perform data entry using word processing, spreadsheet or database commands and formats material as required.
- Prepare presentations and assist with creating and distributing documents, including assisting the editing and formatting of project reports and related materials.
- Act as a liaison between the Procurement and Travel Officer and Grants Manager for the program and the program team and provide general operational support accordingly.
- Draft written responses or replies by phone or e-mail, and respond to regularly occurring requests for information.

- Conducting background research and preparing materials as needed.

Qualifications and skill set:

- Bachelor's degree in a related field from a recognized university, or equivalent work experience
- Excellent organizational skills
- Excellent computer skills: proficient user of Microsoft Office suite (MS Word, Excel, Outlook, PowerPoint); knowledge of MS Project or Smartsheet will be an advantage
- Excellent interpersonal communication skills
- The ability to take appropriate action effectively
- Self-starter, with integrity and the ability to work in a cooperative manner
- Flexibility
- English language fluency (written and spoken); Spanish a plus.

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org by **January 31, 2018** indicating the position applied for in the subject line.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.