



**Job Title: Project Assistant**

**Location: South Florida**

**Hours/week: 25**

**Pay: \$15-\$21, based on experience**

**Employment type: Part-time**

The Florida Institute for Health Innovation (FIHI) seeks a Project Assistant to support programs in day-to-day activities for the implementation of multiple projects.

**FIHI Mission:** *Creating healthy and sustainable communities by championing innovative public health policy and cross-sector collaboration.*

We achieve this by:

- Facilitating data-driven, results-based collaborative action for collective impact
- Conducting innovative community-focused research and evaluation
- Promoting the development of collaborative leaders through training and support
- Providing impartial analysis of policy health impacts

For more information about the Institute, please visit our website: [www.flhealthinnovation.org](http://www.flhealthinnovation.org).

The Project Assistant must demonstrate a high degree of professionalism, strong organizational and analytical skills, strong oral and written communication skills and the ability to manage multiple tasks and assist multiple projects in a deadline-driven environment. This includes building and maintaining relationships with community partners. Responsibilities include:

**Primary:**

- **Project Support:** Prepare meeting materials including PowerPoint presentations, participant agendas, email invitations and notifications; conduct outreach and follow-up (phone calls and emails) to ensure stakeholder participation in meetings; assist with project tasks as requested. Prioritize tasks and communicate progress, problems and needs for additional support to the Project Managers.
- **Public Relations:** Assist Program Managers in promoting projects through social media and email newsletter and drafting content; occasional on-the-ground support for project meetings and related events; assist Project Manager with the dissemination of reports and products.
- **Meeting, Training and Conference Planning:** Provide logistical planning and support for meetings, workshops, webinars and conferences/summits including scheduling, drafting and distributing materials and minutes; keeping meeting minutes that summarize meeting content, key topics, group decisions and ideas; managing attendance; coordinating and supporting audio-visual needs for face-to-face and virtual meetings, and developing and executing plans such as arrangement of venues, scheduling, etc.; develop and maintain rosters, contact sheets, project asset inventories and RSVP lists using Microsoft Excel.



**Secondary:**

- **Basic Research:** Assist Program Managers in literature scans, research summaries and assist in data collection including focus groups, key informant interviews, and other research as needed on a state and regional scale.

**Requirements:**

- Bachelor's degree in health-related field or human services
- Prior assistant and/or basic research experience
- Professional interest in health policy, public health, oral health, or health care issues

**Skills, Abilities and Competencies Required:**

The ideal candidate:

- Demonstrates a high degree of professionalism, strong organizational and analytical skills, strong oral and written communication skills and the ability to handle multiple tasks and projects in a deadline-driven environment.
- Must work well independently and be a team player, with respect for the diverse cultures and experiences of others.
- Pro-actively takes initiative and is highly organized, detail -oriented and creative, understands social media and is proficient in Microsoft Office including Word, Excel, and PowerPoint.

**Interested candidates should please email resume and cover letter to Fay Glasgow at [fglasgow@flhealthinnovation.org](mailto:fglasgow@flhealthinnovation.org).**