



JOB DESCRIPTION EXECUTIVE PROJECT ASSISTANT

May 2023

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Position Overview/Purpose:

The Executive Project Assistant provides administrative and project support primarily to the Director of Strategic Initiatives and the Allegheny BIRTH Initiative Director, who lead activities that promote Healthy Start's strategic objectives, including managing the activities of the [Allegheny County BIRTH \(Battling Inequities and Realizing Transformational Health Outcomes\) Plan for Black Babies and Families](#) as well as a growing portfolio of related strategic projects. Duties include:

- Support executive scheduling.
- Review documentation related to program policies and protocols to develop a strong knowledge base for administrative and project support.
- Support grant administration, including monitoring and tracking project progress/grant activities.
- Support with project management systems and documents (e.g., updating work plans, distributing reporting templates, etc.)
- Meeting support, including scheduling, taking meeting minutes, preparing reports, preparing presentations and updating slide decks.
- Support with event planning; attend community events/meetings as delegated.
- Assist with writing reports and other project related documentation.
- Organize and monitor schedules ensuring that deadlines are met.
- Complete administrative tasks such as conducting research or sending emails.

Other responsibilities as assigned.

Skills and Qualifications:

- Lived experience and/or experience with the Healthy Start population preferred.
- Commitment to developing an understanding of the Healthy Start model and developing an in-depth understanding of the BIRTH Plan, strategic initiatives and other organizational frameworks.
- Strong administrative skills including prioritization, attention to detail, ability to work under pressure and meet strict deadlines, and strong computer literacy (Must be proficient in Microsoft Word, Excel, and Outlook).
- Ability to manage communications, directives, projects and tasks from multiple stakeholders.
- Working knowledge of public health principles, health disparities, maternal and child health context and other related systems.
- Understanding of community and service delivery systems, including medical and healthcare systems.
- Ability to travel within Allegheny County, with occasional national travel.
- Commitment to protecting the confidentiality of employee and agency information.

Other:

- COVID Vaccination
- Act 33/34 and FBI clearances are required.
- Must possess a valid unrestricted Pennsylvania Driver's License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.

Supervisory Relationship:

This position works under the direction of the Director of the BIRTH Initiative and the Director of Strategic Initiatives.

Compensation:

The starting salary for this position is \$42,000-\$46,000 annually commensurate with experience, including full benefits and potential for hybrid work schedule. This is an exempt position.

Application Instructions:

Send resume, cover letter, and two professional references to **HR@hsipgh.org**