

## **PUBLIC HEALTH AND EVENT PLANNING SPECIALIST**

Reports to: Executive Director

Classification: Full-Time, 8:30-4:30pm, 35-hour work week, remote until notified and then hybrid remote-in person schedule

The NYSACHO Public Health and Event Planning Specialist provides support with day-to-day operations of the organization and serves as a liaison between County Health Officials and their staff. This person will coordinate all event planning responsibilities; support membership queries; review guidance and regulations; and facilitates meetings for membership or partners. The ideal candidate will possess strong customer service skills, demonstrate adaptability when assigned to new tasks and enjoy working within a flexible, fun and hardworking team oriented environment.

### **KEY AREAS OF RESPONSIBILITY**

#### **MEMBER AND EVENT PLANNING SUPPORT**

- Assist local health departments statewide to strengthen their individual and collective capacity, through support services as directed by the Executive Director, Program Directors and Project Managers at NYSACHO.
- Coordinate logistics for membership meetings including but not limited to booking venues; coordinate event room set-up; selection of menus; meal counts and AV requirements; prepare meeting packets; conduct speaker outreach when needed and provide logistical follow-up.
- Assist with virtual meeting registration and attendance follow up as directed.
- Update the NYSACHO website with membership materials, shared resources, meeting details and more.
- Provide customer service to members in person, by phone, and by email.
- Draft letters to various stakeholders, lawmakers or partners related to public health advocacy as needed.

#### **CONTRACT ADMINISTRATIVE SUPPORT**

- Support work related to contract deliverables outlined for consolidated contract and immunization contract as directed by respective Program Directors.
- Engage with contract partners at the New York State Department of Health as needed.
- Provide technical assistance to local health departments as requested through researching best practices, evidence-based journal articles, composing membership queries, reviewing state guidance, identifying sections of NYS public health law/regulation, etc.
- Take meeting minutes, edit, and post minutes to website as assigned.
- Participate in NYSACHO committee meetings or call as needed, assisting with the members only portion of meetings and other tasks to be determined.
- Support Directors with compiling monthly contract reporting requirements as needed.
- Perform other duties, as required.

#### **COMMUNICATIONS SUPPORT**

- Subscribe to relevant weekly/monthly publications; extract information and circulate to staff for inclusion in newsletter, social media, etc.
- Provide staff support for meetings and conference calls as needed.

- Initiate membership meetings monitor attendance and registration, provide welcome remarks to members, support members during meeting introduction.

## QUALIFICATIONS

- Bachelor's degree in community or public health or related field and/or equivalent experience.
- At least 2-3 years of experience working in public health or nonprofit setting.
- Ability to effectively communicate with members, management, and staff.
- Strong ability to write effective, clear, and timely reports, proposals, and other documents.
- Strong planning and organizational skills with keen attention to detail.
- Ability to manage multiple tasks and projects under the pressure of deadlines.
- Excellent interpersonal skills with experience collaborating in a multi-disciplinary, diverse and dynamic team.
- Must have a current valid NY State driver's license and provide own transportation.

Please e-mail resume and cover letter to:

Sarah Ravenhall, Executive Director

[sarah@nysacho.org](mailto:sarah@nysacho.org) and [arnisha@nysacho.org](mailto:arnisha@nysacho.org)

All applicants will be afforded equal employment opportunities without discrimination because of race, national origin, sex, age, disability or marital status.

Salary range: \$41-44,000