



<b>Position:</b> Program Associate	<b>Status:</b> Exempt
<b>Reports to:</b> Senior Manager, Community Health Programs	<b>Date:</b> July 2023

**About Greater Newark Health Care Coalition (GNHCC):** The vision of the Greater Newark Health Care Coalition (GNHCC) is for all residents of Newark, East Orange, and Irvington to have a fair and just opportunity to attain their highest level of health. GNHCC’s mission is to work collaboratively to improve systems and community and individual conditions for optimal health and well-being. GNHCC believes that to ensure the health and well-being of the Greater Newark NJ community, every person must have access to affordable, comprehensive health and mental health coverage and the care they need to thrive.

**Position Summary:** The Program Associate is an integral part of the Program Team that provides high level administrative and program support to organizational portfolios and Program Managers in the areas of programming, outreach, communications, and data. Priority areas currently include (1) projects tied to GNHCC’s role as a Regional Health Hub advancing priorities for Medicaid beneficiaries (2) community health (3) child and adolescent health and (4) maternal and infant health. The Program Associate will also assist in special projects as needed.

**Responsibilities:**

- Enhance GNHCC’s subject-matter knowledge through research and related information-gathering.
- Provide grant management and reporting support on public and foundation grants.
- Work with the Program Team and other staff on the preparation of grant applications and project proposals, including gathering information, preparing drafts, and formatting documents.
- Assist in the preparation of reports and presentations by drafting memos, minutes, and other documents.
- Work with the Program Team to design and implement policies and procedures for carrying out the routine functions of the organization.
- Monitor and provide updates on GNHCC’s website and social media.
- Serve as a point of contact for inquiries from GNHCC staff, consultants, contractors and vendors.
- Cultivate and nurture organizational relationships in the community, including with community-based organizations, local clinical providers, and faith-based organizations.
- Represent GNHCC at various community events and meetings.
- Collaborate with GNHCC’s data team to assist in the development of systems of measurement for initiative impact and reach, and continually incorporate data to implement program improvements.

- Schedule initiative meetings, create meeting materials and minutes.
- Provide administrative support for GNHCC's convening function, which includes work groups, advisory committees, and community advisory boards.
- Document and follow up on important actions and decisions from meetings to ensure deadlines are met.
- Local travel within the Newark region, and less frequently to partner sites in NJ is required.
- Other responsibilities as assigned.

**Key Qualifications:**

- Excellent written and verbal communication skills.
- Must demonstrate analytical thinking.
- Strong public speaking and presentation skills are essential.
- Experience with a non-profit or community-based organization.
- Ability to work independently and as a part of a team in implementing project goals.
- Proficiency in computer skills: Microsoft Office: Excel, Word, PowerPoint, etc.; Comfort with social media and other web-based programs (i.e. Google Docs) a plus.
- Bachelor's Degree (or life work experience equivalent) and at least three years of community experience or community mobilization required.
- Knowledge of, or willingness to learn about, resources and community-based organizations in the Greater Newark community and ability to work with diverse populations.
- Must have a valid driver's license and reliable transportation
- Flexible hours: Some evenings and weekends may be required.

**To Apply:**

Please send a cover letter and resume to Caitlyn Golias at [admin@greaternewarkhcc.org](mailto:admin@greaternewarkhcc.org). Please include, "Program Associate" in the subject line.