



Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

Call for Remote Administrative Assistant

Community-Campus Partnerships for Health (CCPH)

Established in 1997, CCPH is a nonprofit membership organization that promotes health equity and social justice through partnerships between communities and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches to health that focus on changing the conditions and environments in which people live, work, study, pray and play. By mobilizing knowledge, providing training and technical assistance, information dissemination, convening, and capacity building, conducting research, building coalitions, and advocating for supportive policies, we help to ensure that the reality of community engagement and partnership matches the rhetoric. We work with partners whose mission aligns with our vision. Join our team of dedicated professionals applying their technical expertise and creativity to help impacted communities achieve health equity and social justice.

Position Overview

The Administrative Assistant will provide administrative and project coordination to support the Rapid Acceleration of Diagnostics Program (RADx-UP), working in collaboration with other staff and partners remotely located within the U.S. This program is a partnership between CCPH, the Duke Clinical Research Institute (DCRI), and the Center for Health Equity Research at UNC-Chapel Hill, which received an award to serve as the Coordinating and Data Collection Center (CDCC) for the RADx-UP Program that aims to overcome barriers and increase uptake of COVID-19 testing among underserved and vulnerable populations across the U.S. The Administrative Assistant will have a multifaceted role, supporting the CCPH RADx-UP team in various ways including but not limited to communications, meeting support, logistics, program support, and project coordination. Because this is a remote position, our ideal candidate must demonstrate integrity and be highly motivated, resourceful, strategic, results driven, organized, and able to work with minimal supervision. This full-time, 40-hour/week position requires excellent interpersonal, written, and verbal communication skills, with the ability to multi-task and prioritize. The Administrative Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

Administration Responsibilities:

Work with the Director and RADx-UP team and partners to maximize efficiency and productivity to ensure project milestones are met on schedule.

- Assist project teams with logistical components of project plans, including but not limited to project timelines and schedules.
- Track progress using appropriate tools to ensure project goals and deadlines are met.

- Communicate effectively with team members and partners throughout the day and staying up to date with the daily activities of the project.
- Coordinate efforts within the team and with external consultants and vendors.
- Analyze process workflows and provide updates both verbally and in written form
- Complete any necessary administrative tasks (i.e., updates, scheduling, meeting coordination and follow-up, uploading invoices into accounting systems, etc.)
- Review project-related invoices as appropriate and submit for payment.
- Organize and attend RADx-UP meetings, including producing virtual events on a regular basis, using Zoom or other platforms.
- Record notes during meetings and follow up on important action items with team.
- Create and implement a system to maintain accurate records for project information.
- Assist with implementation and coordination of a content editorial calendar.
- Assist with maintenance of RADx-UP webpage.
- Communicate with team members throughout the day and stay up to date with the daily activities of the project.
- Perform additional duties as assigned and consistent with the functions as defined in this job description.

Qualifications, Knowledge and Skills

- Ability to work effectively both independently and as part of a team.
- Excellent verbal and written communication skills.
- Detail-oriented, with excellent time management skills.
- Must be flexible and able to shift priorities.
- Project coordination or assistance experience.
- Team player, problem solver with a positive attitude.
- Forward thinker with a proactive mindset and attention to detail.
- Self-motivated team player with a desire and drive to learn and grow.
- Highly proficient with Google Suite, MS Office, social media, Zoom, and other virtual meeting platforms.
- Some experience with Customer Relationship Management (CRM) a plus.

Education: Bachelor's Degree

Experience: 3 to 5 years of direct, relevant experience as an administrative assistant in a nonprofit, fast-paced environment working with partners or stakeholders across multiple sites.

Salary and Benefits: Competitive salary commensurate with experience and education. Paid vacation and sick leave. Contribution towards cost of health insurance benefits.

To apply: Please submit your resume, a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) writing sample to our [online job application form](#). If you have any questions, please email info@ccphealth.org. **DEADLINE: AUGUST 3.**

Equal Employer Opportunity Statement: We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, veteran status, or any other characteristic protected by law.