

NOW HIRING

Training Assistant (Remote)

Temporary: 7 month, Full-Time Position

ABOUT COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH (CCPH)

Established in 1997, CCPH is a nonprofit membership organization promoting health equity and social justice through community partnerships and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray, and play. We collaborate with partners whose mission aligns with our vision. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure that the reality of community engagement and partnership matches the rhetoric.

Join our team of dedicated professionals applying their expertise and creativity to advance health equity and social justice through partnerships.

ABOUT THE POSITION

The Training Assistant is a multifaceted role that will primarily support the Training and Content Development team in numerous ways, including, but not limited to, communications, meeting support, and project coordination. In this newly established role, the Training Assistant will work with the Training and Content Development team to maximize efficiency and productivity through project administration, coordination, and communication, while also taking on a leadership role to plan and implement assignments.

The ideal candidate should possess excellent interpersonal, written, and verbal communication skills, with the ability to multitask and prioritize. Additionally, they must be creative, resourceful, solution-oriented, detailed, and comfortable working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented.

WHAT YOU'LL BRING

- A commitment to applying a social justice lens to all aspects of the work
- A desire to continually learn, seek diverse perspectives, and opportunities for self-growth
- Attention to detail, ability to take direction, and a commitment to quality work
- A desire to use community and equity-centered approaches move the work forward

WHAT YOU'LL DO

Program Coordination:

- Provide support to plan and implement projects and initiative
- Support leadership in coordination, tracking, and reporting of project activities

Tracking & Reporting:

- Manage and create projects in Asana that include a timeline, lists of tasks, responsible parties
- Assign action items (tasks) to staff in Asana, set up action items, reminders
- Assist project leadership in developing projects in Asana (milestones, assignees, dates)
- Track progress using appropriate tools to meet project goals and deadlines
- Analyze process workflows and provide updates both verbally and in written form
- Provide a monthly status report of outcomes and the impact of training development work with information gathered from the team
- Track training accomplishments/milestones to include in the annual report

Meetings:

- Attend meetings: training, weekly program, CCPH monthly, and others as requested
- Develop and manage the CCPH Training Calendar of Events
- Schedule and coordinate meetings, webinars, and convenings for groups of three or more
- Record notes during meetings and follow up on important action items with the team

Conferences, Convenings, Trainings:

- Oversee production of virtual events, e.g., webinars and trainings using Zoom or other platforms
- Create runs of show and organize run-through meetings
- Conduct research on topics for presentations/webinars, e.g., case studies, relevant media
- Support development of materials and Google Slides for presentations

Project Marketing/Communications Support:

- Work with the communications team on materials: Infographics, Google Slides Presentations, and other promotional/marketing materials
- Develop templates
- Proofread promotional materials and other documents
- Oversee coordination of content development for the newsletter, website, social media, media relations, etc., in partnership with training staff
- Assist with maintenance of training webpage updates

Internal Communications:

- Communicate with team members regularly and stay up to date with the daily activities
- Assist with the implementation and coordination of a training calendar
- Provide weekly and monthly status reports during team meetings

DESIRED SKILLS & EXPERIENCE:

- Outstanding leadership, organizational, and interpersonal skills.
- Excellent oral, written, and presentation skills.
- Ability to take initiative, balance multiple projects, and work autonomously and as a team member.
- Demonstrated problem-solving, adaptability, and customer service skills.
- Excellent computer skills: MS Office Suite, Google Dashboard, Canva, Adobe, Asana.
- Graphic design and social media experience are a plus.
- Knowledge of an experience with in-person and online training, Zoom, and webinar platforms
- Comfort working in a remote setting.

QUALIFICATIONS

- Bachelor's Degree in Public Health, Social Work, Health Education, or a related field.
- A minimum of two years of experience in community engagement and/or project management, with an increasing scope of independence.
- One year of directly related experience in community-based research, community advocacy, or outreach. Experience working with faculty in an academic environment is a plus.

Reports to: Training and Content Development Specialist

Salary and Benefits: Competitive salary commensurate with experience and education. Paid leave; contribution towards the cost of health insurance benefits. This is a full-time, 7-month grant-funded job opportunity with the potential for becoming a longer-term position.

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