



*Improving Health, Preventing Disease, Reducing Costs for All*

The NH Public Health Association, a membership organization dedicated to strengthening New Hampshire's public health system, is seeking a part-time Program Support Assistant to support the Oral Health Coalition. This position is a 10-month grant funded position, with the possibility of renewal for additional years depending on funding. If you have excellent organizational and communication skills and can take the initiative to identify and address areas of concern, this position offers an opportunity to work with health leaders on issues that make a difference in people's lives.

If selected, you'll work closely with the Oral Health Coalition to assure the organization achieves its goals. You'll be responsible for communication between the public and the association, social media postings, supporting the Coalition and Committees, and coordinating conferences and events. You'll perform essential program support duties including database creation and data management, website maintenance, and preparing reports from meetings.

This position requires:

- Associate's degree and three years of related experience or a combination of education and related experience equal to five years;
- Proficiency with Microsoft Office applications;
- Familiarity with social media tools: Facebook, Twitter, and Constant Contact;
- Experience in office management, public relations, marketing, telecommunications or related field;
- Ability to establish and maintain effective working relationships with Board members, partners and the general public;
- Ability to work with minimal supervision;
- Additional desired qualifications include college or advanced degree in public health, public administration or related field, knowledge and comfort with a website content management systems, and previous experience with not for profit organizations.

Send resume and cover letter to Meghan Steele at [nhpha.info@gmail.com](mailto:nhpha.info@gmail.com) AND [info.oralhealthnh@gmail.com](mailto:info.oralhealthnh@gmail.com)

Application process is open until June 20, 2013.

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