Girls’ Health in Girls’ Hands (GHGH) is a countywide collaborative of six girl-serving organizations working towards creating a girl-led movement for health empowerment and social change. The initiative started in 2009 as an action research project, completed by high school girls, that identified health issues and possible solutions in Monterey County. As a result of this work, the new GHGH Collaborative was formed, currently in its third year of operation. Each agency has enhanced their girl programs to include health education, leadership training and activities, and advocacy for system change. Approximately 600 girls participate in this initiative, coming together for monthly planning meetings, at least one countywide event, yearly advocacy youth-led advocacy campaigns and online to continue the conversation. For more information please visit www.ghghmonterey.org

Based on the duties described below, this is a part-time non-exempt (hourly wage) position without benefits. This is a part-time job ~10-21 hours/week, to cover the period from August 2014 to June 2015.

The position involves website media content, blogging, support of social media tools for communication with GHGH girls and outside audiences, logistical support for the one large GHGH event held in November, and assistance in the evaluation process. It may also involve advocacy research, planning, administration, record keeping, communication, logistical support, youth program implementation and reporting of diverse recurring and one-time activities. This position will also assist in other GHGH activities. The GHGH Program Assistant works under the supervision of the Program Manager for GHGH.

This position involves flexible hours because meetings and program activities may occasionally occur outside of normal office hours and in various locations. The GHGH Program Assistant’s primary work location will be the Monterey County Health Department office in Salinas.

**Scope of responsibilities:**
The GHGH Program Assistant primarily assists with the planning, promotion, production, delivery, evaluation, written and photo and video documentation and reporting of diverse GHGH activities throughout Monterey County and online. He or she may also assist, with general administrative support of programs’ and operations.

**Detailed responsibilities:**
1. Manage and curate all online aspects of GHGH including, but not limited to, GHGH Facebook Group, Twitter, Pinterest, Instagram, GHGH website and internal group web sites.
2. Manage the logistical details associated with the large GHGH event including, but not limited to, promotional and printed material, registration of participants, evaluation of event and assist with the planning and design.
3. Co-implementation of youth leadership and advocacy curriculum with GHGH Program Manager.
4. Assist with the photo and video documentation of various GHGH programming, meetings, events and outings.
5. Other duties as assigned.

**Essential qualifications:**
1. Able to perform the essential responsibilities of this position.
2. A Bachelor’s degree or equivalent experience and strong analytical skills.
3. Must have a working vehicle/transportation for use to and from program and office sites.
4. A minimum of one year’s experience working in a non-profit agency or relevant course work.
5. Able to plan workload and maximize resources while working on multiple programs.
6. Motivated and able to work independently.
7. High levels of integrity, loyalty, discretion, and professionalism.
8. Proven team player who assists others and asks for help when needed.
9. Strong listening, interpersonal, networking, and customer service skills.
10. Able to work effectively with people from varying backgrounds.
12. Excellent verbal and written communication skills.
13. Computer literacy with competence in Microsoft Office and social media.
14. Able to lift a 30 pound box and carry it 100 feet; push a hand-truck/dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves and in files located 0 to 60 inches above the floor.
15. Valid California driver’s license, reliable motor vehicle, and proof of vehicle insurance.

**Desirable qualifications:**
1. Familiarity with the field of girls’ health and education.
2. Familiarity with Wordpress website design.
3. Experience in administrative or logistical support activities.
4. Spanish language capacity.
5. Familiarity with program design and evaluation.

**Compensation:**
Hourly, commensurate with experience $13.50-17.50/hr.

Questions? Contact girlshealthgirlshands@gmail.com

Please send resume and cover letter to:

hr@cfmco.org
831.375.9712

[Girl's Health in Girl's Hands logo]

www.ghghmonterey.org