**Oregon Public Health Association**

**Program Assistant**

**Position Description**

$16.50 per hour. The Program Assistant, under the supervision of the Oregon Public Health Association (OPHA) Executive Director, is responsible for using the organization’s software package, MemberClicks, to manage member recruitment, application, tracking, communication, event registration, and reports. The Program Assistant plays an essential role in executing OPHA’s Annual Conference and Meeting, with such functions as agenda and materials preparation, presenter communications, registration, balloting, and other activities as assigned. The position works approximately 8-10 hours/week, with additional hours required between June and October for preparation for and attendance at the annual conference, held in October. At the conference, the Program Assistant manages onsite registration and other tasks as assigned. The Program Assistant works from home on a flexible schedule to complete the assigned tasks and communicates regularly with the Executive Director.

**Primary Duties and Responsibilities**

* Learn how to use MemberClicks software to:
  + Run regular reports
  + Send 1-2 email blasts to membership per week
  + Update website frequently with new information, jobs, and calendar
  + Create and update event registration forms
* Work with Executive Director to ensure good communication among OPHA leadership, membership, committees, and sections
* Update Conference web pages and planning calendar
* Assist in development of Conference program and materials
* Manage online and on site Conference registration
* Serve as key communications contact for all conference presenters
* Use software to coordinate membership recruitment, applications, dues, reminders, renewals
* Post information to social media, as requested
* Additional conference or other program tasks as assigned