WHO WE ARE

de Beaumont Foundation

The de Beaumont Foundation is a private charitable foundation that advances policy, builds partnerships, and strengthens public health to create communities where people can achieve their best possible health. We pride ourselves on excellence, innovation, fostering collaboration between groups that might not otherwise interact, and a willingness to have fun with our work.

This position will support two independent initiatives at the de Beaumont Foundation: the Big Cities Health Coalition (BCHC) and CityHealth (CH). BCHC is a forum for the leaders of America’s largest metropolitan health departments to exchange strategies and jointly address issues to promote and protect the health and safety of the nearly 62 million (or 1-in-5) people they serve. CH’s mission is to advance a package of evidence-based, equity-centered policy solutions that will help millions of people live longer, better lives in vibrant, prosperous communities, regularly evaluating cities on the number and strength of their policies. The Executive Directors (EDs) of each initiative have primary oversight of day-to-day activities. The new Program Assistant will be an employee of the Foundation and will report to the Executive Director of BCHC.

POSITION OVERVIEW – WHAT YOU’LL DO

The program assistant will support two small, but mighty teams of about 5 people each, working to perform a wide range of administrative and project/program support activities for BCHC and CH, as well as provide limited, but necessary operational support, including scheduling and other similar activities, for the Executives Directors.

RESPONSIBILITIES AND OPPORTUNITIES

Logistical and Team Management Support

- Providing high-level administrative support to the BCHC and CH EDs and team
- Scheduling and coordinating meetings within both the BCHC and CH teams, as well as coordinating some appointments for EDs in their interactions with outside stakeholders
- Processing expenses on behalf of the EDs and BCHC/CH as a whole, including routine credit card reconciliation and processing of invoices
- Planning and executing, in partnership with other team members, convenings and program meetings, providing administrative and logistical support to participants
- Working with team members to ensure key contact lists are up to date

Other Program/Project Support

- Assisting in producing and editing of a host of documents including correspondence, reports, memos, and emails to partners, funders, and other stakeholders
- Conducting issue and background research as needed
- Lead the collection, packaging, and distribution of annual CH stakeholder recognition materials
- Recording, compiling, and distributing meeting notes and following up on action items
- Taking on other roles, responsibilities, and special projects as needed to support the programs

QUALIFICATIONS – WHO YOU ARE
You are a pragmatic, results-oriented, hands-on team member. To be successful in this job, you also are:

- **Mission-driven:** You want to make a difference and find meaning in even the most routine day-to-day tasks to help facilitate the work.
- **Creative:** You are flexible and willing to work with a fast-paced, changing, and sometimes complex organization. You are able to work both independently and as a team player who proactively engages with and supports others.
- **Detail-oriented:** You are organized with an exceptional attention to detail, possess an ability to multitask and meet deadlines, as well as help other team members meet theirs.

The ideal candidate will possess the attributes above and many of the following professional abilities and experiences.

- A minimum of two years of relevant experience and a Bachelor’s degree
- Excellent interpersonal skills
- Excellent organizational and project management skills
- Excellent oral and written communication skills
- Knowledge of word processing and spreadsheet applications (Microsoft Office); word press and/or graphic design software an added bonus
- Ability to meet deadlines; be self-disciplined and self-starting
- Be a team player and willing and able to “manage up” to all members of the team
- Nonprofit or foundation experience a plus, as is interest in public health and/or city policy

**HOW TO APPLY**

This position is grant-funded, full-time and based in downtown Bethesda, MD, just outside of Washington, DC. Given the COVID-19 pandemic, there is an opportunity for telework until at least September 2021. Full time remote telework is expected while the office remains closed, and you will be given an appropriate transition period if relocation is necessary once the offices reopen.

We offer a competitive salary, excellent benefits, and a collegial work environment. The salary range for this position is $55,000 – $65,000 and will be commensurate with experience. The Foundation also offers excellent benefits and a collegial work environment. To apply, please send a resume and writing sample to Catherine Patterson at jobs@debeaumont.org with “BCHC/CH Program Assistant” in the subject line.

*The de Beaumont Foundation is an equal opportunity employer. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.*

**To apply send resume over to** jobs@debeaumont.org