



Program Assistant

Job/Position Summary

The primary role of this full-time position is to plan and execute Smile-A-Mile programming. This includes programming at SAM Place, HOP activities, regional outreach, and camp sessions and retreats as assigned by Chief Executive Officer, Chief Operating Officer, or Program Director. The Program Assistant will also work with other program staff to coordinate volunteer recruitment, training, and assessment. Program Assistant will assist with fundraising, both internal and third-party events. The Program Assistant will facilitate the mission of Smile-A-Mile by providing the required support services to all constituencies including Chief Executive Officer or Chief Operating Officer, the SAM staff, board members, volunteers, and others.

Responsibilities

Programming

- Plan and execute activities, programming, and special events for our Hospital Outreach Programming at Children's of Alabama and Huntsville Hospital as assigned by Chief Operating Officer or Program Director.
- Plan and execute programming activities at Smile-A-Mile Place and One-Day Programming as assigned by Chief Operating Officer or Program Director including after hours and on weekends
- Plan and execute Regional Outreach Programming as assigned by Chief Operating Officer or Program Director, including after hours and on weekends
- Assist with family retreats and summer camp sessions as assigned by Chief Operating Officer or Program Director.
- Maintain Children's of Alabama and Huntsville Hospital requirements for HOP (in regard to vaccination status, complying with infection prevention policies, etc.)
- All other assigned programming responsibilities

Fundraising

- Assist with internal and third-party fundraising events as assigned by Chief Executive Officer, Chief Operating Officer, or Fundraising Director
- Serve as SAM representative at miscellaneous fundraisers and speaking engagements, including events after hours or on weekends
- Other duties as assigned

Minimum Qualifications/Competencies

- An interest, understanding and passion for the mission of SAM
- Healthcare experience and/or child development experience is required
- Ability to work independently with a high degree of self-motivation while being supported by SAM staff
- Strong verbal and written communication skills
- Strong interpersonal skills and ability to collaborate with others
- Ability to prioritize and deliver on deadlines in a highly dynamic organization
- Ability to handle sensitive and confidential information in a professional manner
- Proficiency in Google software and programs and Microsoft Office programs
- Bachelor's degree from an accredited educational institution