



Huntsville Program Assistant

Job/Position Summary

The primary role of this initially part-time position is to plan and execute Smile-A-Mile programming at Huntsville Hospital and in the north Alabama area. This will primarily involve carrying out weekly programming in the pediatric hematology/oncology clinic at Huntsville Hospital and may also include programming at SAM Place, regional outreach, and camp sessions and retreats as assigned by Chief Executive Officer, Chief Operating Officer, or Program Director. The Program Assistant will also assist in growing our donor base by engaging in the community to find fundraising opportunities. 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 Huntsville Hospital 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 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 primarily in north Alabama
- Engage with donors and potential donors
- Research fundraising opportunities in the Huntsville area
- 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 remotely by the Birmingham-based SAM staff
- Strong verbal and written communication skills, specifically in communicating clearly and efficiently with the Birmingham-based Smile-A-Mile staff
- 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