Title: Program Outreach Assistant - Birth Defects

Employee Name: TBD

Supervisor: Joan Ehrhardt, Birth Defects Prevention and Follow-up Program Coordinator and Janice Bach, Manager, Genomics and Genetic Disorders Section

Purpose: This part-time position (14-18 hours/wk) serves as a high level administrative assistant to provide logistical and communications support for the Birth Defects Prevention and Follow-up Program. The position is based at the Department of Community Health in Lansing and works closely with the Birth Defects Program Coordinator to coordinate federal cooperative agreement activities with MDCH staff and program partners.

Duties and Responsibilities:

• Coordinates educational outreach activities
  o Develops public awareness messages
  o Designs educational resources and other documents; manages communications approval process and print orders
  o Develops social media content (e.g., sample facebook posts and tweets) and maintains the birth defects genomics website
  o Helps as needed with development, coordination and administration of exhibits, presentations, trainings and other educational outreach activities

• Maintains communication with project staff and partners
  o Schedules meetings and prepares meeting agendas and minutes as needed
  o Assists staff with preparation of powerpoint presentations, posters and display materials
  o Maintains listserves

• Provides general administrative assistance with project activities
  o Helps with feedback survey development, collects responses and tracks evaluation metrics
  o Coordinates meeting set-up, teleconferences, and webinars
  o Provides general office assistance such as copying and mailing of resources, surveys, etc.

• Attends unit, section, division and departmental staff meetings
• Performs other tasks as requested to ensure successful completion of program objectives

MPHI is an Affirmative Action/Equal Opportunity Employer
• Maintains a positive, strong, credible, professional and interpersonal relationship with all parties relevant of MPHI projects, and represents the best interest of MPHI at all times

Qualifications/Requirements:

Education: Bachelor’s degree; preferably in a field with knowledge of birth defects and genetic conditions, public health, health education or communications.

Experience: Preferred one year work experience in an office setting; experience with health education and outreach methods, social media, webpage and graphic design preferred.

Important Skills and Characteristics MS Office software skills are essential; familiarity with databases, spreadsheets and powerpoint for presentations and posters. Ability to maintain records and prepare meeting minutes, grant reporting, and other correspondence. Must have ability to maintain positive working relationships with internal and external partners. Knowledge of genetics preferred. Expect to research unfamiliar medical terminology and health conditions. Excellent administrative and organizational skills are essential to this position.

Work Environment and Physical Requirements: Standard office environment. Job may require moderate physical effort for lifting and transporting handout materials, laptop computer and projector, etc. Involves telephone and/or computer related activity including keyboarding and viewing a computer screen. Requires valid vehicle operator’s license and occasional in state travel for educational outreach and meetings.

RESPONSIBILITY FOR THE WORK OF OTHERS: No assigned responsibility.

IMPACT ON PROJECTS, SERVICES AND OPERATIONS
This position plays a critical role in successful completion of Centers for Disease Control and Prevention (CDC) birth defects surveillance cooperative agreement activities.

REQUIRED COMMUNICATION

<table>
<thead>
<tr>
<th>Contact Person/Group</th>
<th>Frequency</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>1. Birth Defects Program Coordinator</td>
<td>Daily</td>
<td>Coordinate and oversee work.</td>
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<tr>
<td>2. Birth Defects Team</td>
<td>Monthly</td>
<td>Review progress, provide additional direction, answer questions</td>
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<tr>
<td>3. Section manager</td>
<td>Weekly</td>
<td>Provide general supervision</td>
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<tr>
<td>4. Internal and external partners</td>
<td>Weekly to monthly</td>
<td>Share information and coordinate meetings; assist with administrative needs</td>
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“For purposes of employment standards, this classification is Non-exempt from the overtime provisions of the Fair Labor Standards Act.”

Signature________________________________________ Date_________________
Employee

Signature________________________________________ Date_________________
Supervisor

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