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**JOB DESCRIPTION**

**Description:** The program coordinator and administrative assistant is responsible for the successful implementation of the projects under his charge with all the components that this includes: work plan, execution of activities, reporting and direct assistance to the Executive Director.

**Supervision:** This position supervises community health workers and provides process support to the Executive Director. In addition, this position works closely with the Program Manager.

**ADMINISTRATIVE ASSISTANT**

Maintenance, monitoring and management of meetings and agendas of the Executive Director.

Organize, attend, and participate in staff and CHW meetings

Document and track important meeting actions and decisions.

Preparation of informative materials required by the Executive Director

Preparation of information for monthly newsletters.

Sending timely responses to donors.

Provide administrative support to the Executive Director and the BOARD.

Attend meetings and take minutes

**PROGRAM COORDINATOR**

Outreach new members from across the state, following the CHWCMR recruiting guidelines

Update CHWCMR Website

Write a weekly blog for the website

Prepare a weekly live radio show - Los Originales CHW Radio.

Manage and coordinate projects under your responsibility

Develop folders of your projects in charge updated in the CHWCMR Drive

Attend general meetings, staff meetings and meetings that your supervisor considers.

Support in CHWCMR donation events and activities

Send documents or educational resources to CHW's

Assist and manage the CHWs under directly under your programs in collaboration with the Project Manager and Financial Coordinator.

Keep a biweekly report for all your activities in written

Keep updated the dates and deadlines of the projects in charge.

**Benefits:** training, study opportunities, telework (temporarily), flexible schedules (with 24 hours’ notice and compensation of hours), some free holidays apply, donations that you can access and bonus for transportation and health insurance

Entry level” $3000 to 3,400 per month based in experienced and professional qualification.