12-Oct-2017

Staff Assistant III (Project Assistant)
Harvard T.H. Chan School of Public Health
43832BR

Duties & Responsibilities

The Women and Health Initiative (W&HI), housed within the Department of Global Health and Population at the Harvard T.H. Chan School of Public Health, advances a unique agenda simultaneously focused on women’s health needs and women’s critical roles as both formal and informal participants in healthcare systems. The W&HI is seeking a project assistant to support a variety of projects including the W&HI’s flagship project, the Maternal Health Task Force (MHTF), among others.

The Project Assistant will provide general project and administrative support to the W&HI’s projects including:

- Composing and editing letters, memoranda, reports, and presentations
- Conducting daily journal and news scan
- Coordinating preparations for technical meetings, such as organize and participate in weekly planning meetings/calls; collect relevant information for invitees (email addresses, titles, organizations); act as point-of-contact; draft and send invitations; track RSVPs; draft and send logistics brief; day-of coordination and attend meeting if needed; support work related to meeting report (copy editing, dissemination)
- Providing direct administrative support to the executive director of the Maternal Health Task Force, including coordinating meetings and appointments and transcribing minutes as needed; assisting with research for presentations and writing; formatting and organization of presentations, and other tasks as assigned
- Using multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications
- Managing all websites in W&HI portfolio (mhtf.org, womenandhealthinitiative.org, womenandhealthcommission.org, globalmnh2015.org) and acting as point of contact with Harvard Chan web team and external website support
- Tracking website and social media account metrics in a monitoring and evaluation dashboard
- Participating in weekly knowledge management and communications team meetings
- Working closely with other team members on additional tasks supporting other projects as needed, including preparation of donor reports
- Other duties as assigned

Please Note: This position has a term appointment of January 31, 2018, with the possibility of extension.

Basic Qualifications

- 3+ years of experience; a combination of education and experience may be considered.

Additional Qualifications

- Business training beyond high school or college background preferred.
- Experience with conference, meeting, and event planning
- Experience with website development and/or maintenance, particularly WordPress.
- Experience using a variety of computer programs including word processing, spreadsheets, databases, and email.
- Excellent communication skills (verbal and written)
- Meticulous attention to detail
- Flexibility and good natured approach to problem-solving
- Demonstrated initiative
- Must be a team player with a strong service-oriented attitude
- Ability to juggle multiple tasks concurrently and meet deadlines
- Ability to exercise good judgment
- Sense of humor
- Fluency in additional language a plus

Additional Information

Harvard offers an outstanding benefits package including:
**Time Off:** 3-4 weeks paid vacation, paid holiday break, 12 paid sick days, 11.5 paid holidays, and 3 paid personal days per year.

**Medical/Dental/Vision:** We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.

**Retirement:** University-funded retirement plan with full vesting after 3 years of service.

**Tuition Assistance Program:** Competitive tuition assistance program, $40 per class at the Harvard Extension School and discounted options through participating Harvard grad schools.

**Transportation:** Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.

**Wellness Options:** Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation and complimentary health services.

Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.

Join the Harvard T.H. Chan School of Public Health to support our mission of health research and education, and to be a part of the oldest institution of higher learning in the country!

**Job Function**
General Administration

**Sub-Unit**
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**Location**
USA - MA – Boston

**Department**
Global Health and Population – Women and Health Initiative

**Time Status**
Full-time

**Union**
55 - Hvd Union Cler & Tech Workers

**Salary Grade**
053

**Appointment End Date**
31-Jan-2018

**Pre-Employment Screening**
Identity

**EEO Statement**
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.