



AFRICAN FAMILY HEALTH ORGANIZATION (AFAHO)

Job Title: Program Assistant

Reports to: Manager of Health and Social Services

The African Family Health Organization (AFAHO) is a non-profit ethnic community-based organization that supports African and Caribbean immigrants and refugees to access critical health and social service focused programs and education in the greater Philadelphia area. We work to strengthen community health culture and facilitate social integration through the utilization of a unique peer support model that uses shared language, cultural expertise, advocacy, and system navigation knowledge to help individuals and families overcome social determinants, build community connections, and gain information and resources needed to thrive.

Job Summary:

The Program Assistant is responsible for providing programmatic and administrative support to AFAHO's community-based health, social and youth afterschool programs and coordinating the organizations' volunteer and social media activities. We are seeking an experienced, hardworking team player who will be able to maintain confidentiality, exercise good judgement, and be a responsible member of the AFAHO staff. This position requires someone who has excellent written, verbal, technical, social media and multi-tasking skills and the ability to complete a variety of projects in a timely manner.

Essential Functions:

1. Assist in developing health promotion and educational materials to be used in educational, community outreach and health screening events;
2. Work to further develop and improve the structure of the youth after school program;
3. Plan, coordinate and participate in health, social and youth focused programming;
4. Assist in developing and coordinating a structured volunteer program to involve recruitment, training and follow-up of volunteers;
5. Oversee logistics for and facilitate diverse and innovative youth development activities and programs that cover and exceed programmatic priority areas;
6. Provide database management support;
7. Maintain accurate and precise records for all field activities and services provided and conduct data entry as needed;
8. Develop and write program related reports as needed;
9. Update and improve social media sites to increase organizations' social media presence;
10. Participate in the planning, implementation and follow-up of special events including the African Family Fun Day, 5K Marathon, Ankara party etc;
11. Update the organizations web-site with current and upcoming activities
12. Assist in researching resources relevant to AFAHO's work and update resource list;
13. Participate in trainings and team meetings;
14. Some evening and week-end hours required;
15. Provide office and administrative support as needed;

16. Other related duties as assigned;

Minimum Qualifications:

1. Bachelor's Degree in Social Work, Public Health, Youth Studies, Health Studies, Human Services, Education, Counseling or related field preferred.
2. Excellent communication (written and verbal) skills.
3. Effective time management, multitasking, prioritization and problem-solving skills;
4. Experience providing direct services to youth and youth group facilitation.
5. Comfort working with a multicultural population within a multicultural environment;
6. Advanced Social Media Skills
7. Ability to work independently, sometimes without direct onsite supervision.
8. Ability to work seamlessly and respectfully in a collaborative team environment with both internal and external partners.
9. Great organizational and leadership skills.
10. Comfortable and effective working in a multi-cultural, multi-lingual environment
11. Ability to efficiently coordinate, track and complete multiple tasks as well as adjust to changing priorities.
12. Proactive in seeking out resources and connections for programming within the community.
13. Proficient in English and another African language (desired)
14. Advanced computer skills

This description is intended to describe essential functions. It is not an exhaustive list of all duties, responsibilities, and requirements.

Note: Applicant must undergo a criminal background and child abuse check prior to hire.

AFAHO is an equal opportunity employer. We will not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.