The Public Health Accreditation Board (PHAB) announces the following job position posting.

Interested applicants should send a cover letter describing your interest in the position, current CV or resume, and contact information for three professional references electronically in Word/PDF format to resume@hri-online.com.

Job Title: Program Assistant
Department: Program, Research & Evaluation Unit
Supervisor: Director of Accreditation
Employment Status: Regular Full-Time
FLSA Status: Exempt
Supervision: None
Location: Alexandria, VA or Remote
Travel: 10%
Salary Range: $50,000 - $65,000

Introduction:
The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for the national public health department accreditation program for Tribal, state, local, territorial, and army governmental public health departments. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community.

Position Summary:
This position will provide general programmatic and administrative support for the Program, Research & Evaluation Unit. As such, the Program Assistant will assist the staff of the PHAB Program Team in the management of the accreditation and Pathways Recognition processes. In addition, the Program
Assistant will assist in coordinating training, volunteer management, travel and logistics, collection of and tracking data, quality improvement, and documentation of processes, policies, and procedures.

The Program Assistant will interact with and provide support and technical assistance to employees from Tribal, local, state, and territorial public health departments, professional associations, site visitors, and other individuals and organizations throughout the PHAB accreditation process.

The incumbent will engage in other logistical and communication activities to support PHAB. The position will provide an opportunity to learn about and be a part of shaping the practice of public health throughout the country. The Program Assistant will have the opportunity to engage in other organizational activities, as appropriate.

Position Responsibilities:

- Use PHAB’s accreditation platform (e-PHAB) daily.
  - Assist in creating user accounts, registrations, and provide technical assistance to health department staff on profile changes.
  - Review Applications for completeness, eligibility, and approval. Submit Change Requests to health departments, as needed.
  - Assist in tracking the progress of health department applicants and contribute to summary reports of applicant progress.
  - Assist in workload management processes.
  - Answer questions and assist in troubleshooting for e-PHAB users.
- Provide outreach to health departments, as needed, including outreach on updating contact information, registration and application expirations, and extensions.
- Provide support as a first point of contact for responding to questions from health departments who do not have an assigned Accreditation Specialist.
- Assist in the arrangements of logistics for site visits and communicate arrangements with the site visitors, PHAB Accreditation Specialists, and health department staff.
- Provide core support for the Program Team.
  - Assist in planning meetings and webinars. This includes help with logistics, meeting summaries, and other responsibilities. Meetings may be virtual or in person.
  - Assist with developing and updating technical assistance materials, including factsheets, templates, newsletter content, website, and other materials.
  - Support the review of health department materials, which may include Readiness Assessments, Annual Reports, etc.
  - Assist in maintaining internal processes and procedures.
  - Assist staff in editorial reviews of reports and other materials.
- Provide support to PHAB’s volunteer site visitors, by responding to technical assistance requests and assisting with the site visit management process.
- Provide support to the quarterly Accreditation Committee meetings, including drafting accreditation decision letters and assisting in preparation and follow-up activities.
- Provide support to other committees, as needed, including Evaluation and Quality Improvement Committee and Accreditation Improvement Committee.
- Assist with PHAB trainings.
  - Provide registration and travel logistics to the training cohort.
  - Assist with travel or videoconference arrangements for the training.
  - Present/answer questions during training (as appropriate or related to duties of position).
  - Maintain spread sheets of trainees.
  - Create email list serve of training participants and send follow-up materials.
- Support learning communities or other health department engagement opportunities.
- Engage in Quality Improvement (QI) activities.
- Assist with special projects and fulfill other duties as assigned.

Knowledge and Skills Required:

- Bachelor’s degree; preference given to individuals with 1-2 years’ professional experience;
• Interest in the field of public health, particularly topics relating to accreditation, performance improvement, infrastructure, innovations, and operations;
• Excellent customer relationship skills;
• Excellent interpersonal, communication, and organization skills;
• Computer skills and proficiency with Microsoft Suite;
• Self-motivated with a strong work ethic and ability to work independently and collaboratively;
• Proven writing and editing skills;
• Excellent ability to multitask and prioritize tasks effectively within tight timelines;
• Skilled in the use of technology, including learning new platforms and helping others to successfully use them; and
• Demonstrated experience working collaboratively with peers in a team-oriented environment.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is engaged in intentional efforts to advance IDEA as an organization. We are committed to creating inclusive and equitable spaces that reflect our values and culture as an organization and to ensure our employees have the most positive experience as a part of PHAB.

HYBRID EMPLOYER ENVIRONMENT: The Public Health Accreditation Board’s staff currently work in a hybrid office environment. At the time of hiring, staff members are asked to elect if they will primarily work from an office in their home or in the headquarters office (currently in Alexandria, VA.) If they elect to work from a home office, they must agree to maintain a professional working environment with a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased to a quarterly basis, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION REQUIREMENTS: All staff and volunteers of the Public Health Accreditation Board are required to provide proof that they are fully vaccinated against COVID-19. Additional vaccination requirements may be put in place in the future as warranted by the current COVID-19 pandemic or emergent public health threats in the future.

EEO STATEMENT: PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.