



PROGRAM ASSISTANT POSITION ANNOUNCEMENT

OVERVIEW:

Exciting opportunity to help a national multi-disciplinary, 501(c)3 non-profit organization increase its profile and reach. The position is in Washington, DC. The Children's Environmental Health Network's (CEHN) mission is to protect the developing child from environmental health hazards and promote a healthy environment, and has been the leading voice for children's environmental health for 28 years.

Our work includes:

- 1) Stimulating and supporting prevention-orientation research;
- 2) Elevating public awareness of environmental hazards to children;
- 3) Advocating for sound public health and child-focused national and state policy; and
- 4) Educating and training professional and lay audiences in preventive strategies to reduce children's exposures to harmful environmental agents.

PRIMARY RESPONSABILITIES:

The Program Assistant's primary role will be to assist staff in CEHN's Washington, DC office with producing high-quality program activities, events, and reports, improving and streamlining web and digital communications, and implementing successful marketing campaigns. This is a position for someone with proven technological curiosity and aptitude, but some administrative duties will be required as well. The position offers opportunities for growth according to the successful candidate's interests and abilities, as well as CEHN's workflow.

Duties include:

- Maintenance of CEHN's Wordpress website
- Simple Graphic design
- Daily social media posts
- Development of weekly e-newsletter
- Development of online educational, advocacy, and fundraising campaigns
- Webinar development and hosting
- Management of vendors and services including phones, internet, and managed IT service provider
- Event coordination
- Program and project planning and implementation
- Strategic research as needed, including research on foundations, businesses and individuals

- General office support for the CEHN Washington, DC office
- Support for the Eco-Healthy Child Care® (EHCC) program, including correspondence, customer service, data entry, preparing materials trainings, and mailings

QUALIFICATIONS:

- Bachelor's degree required. Preference for candidates with degrees in communications, IT and/or computer science.
- At least 2 to 3 years professional experience with proven success in digital marketing, web design, IT and database management software skills.
- Competent with:
 - Marketing automation platforms (MailChimp)
 - CMS (Wordpress), HTML, CSS
 - Webinar platform (ReadyTalk)
 - Online graphic design software (Canva)
 - Organizing and advocacy platforms (Action Network)
- Experience developing social marketing campaigns using Twitter, Facebook, and Instagram
- Thorough understanding and use of metrics and analytics across platforms for evaluation
- Excellent written and oral communication skills
- Strength in all MS Office applications, especially Excel, Word, and PowerPoint
- U.S. citizenship or legal right to work in the U.S.

CHARACTERISTICS:

- Comfort with new technologies, platforms, and software, a passion for learning, and the ability to figure out how different systems integrate and work together to drive results.
- Programming and database administration is a plus.
- Passion for advancing progressive causes, running successful and sophisticated campaigns/movements, and streamlining automated operations and processes
- Knowledge of environmental health issues, especially related to children, is not necessary but *a definite plus*.
- Strategic thinker and hands-on executor. The ideal candidate will be able to see the big picture but also get into weeds of execution, including researching and selecting key platforms. Previous experience managing campaign execution across multiple channels is essential.
- Detail-oriented, with proven dedication to the production of quality work
- Ability to multi-task and manage time well
- Strong interpersonal communication skills--ability to establish and maintain effective working relationships and be a team player. Willing to assist in other projects as needed.
- Strong organizing, planning skills are essential.
- Self-starter with a proactive attitude who can anticipate needs

COMPENSATION:

Salary commensurate with experience. Position includes a competitive benefits package.

APPLICATION PROCESS:

The position is available immediately and will remain open until filled. Interested candidates should submit the following documents to Kristie Trousdale at kristiet@cehn.org:

- Cover letter
- Resume
- References (3)

You can also mail your application to:

Children's Environmental Health Network
Attn: Kristie Trousdale
110 Maryland Ave, N.E.
Suite #404
Washington, DC 20002

The Children's Environmental Health Network is an equal opportunity employer.