
ROLE OVERVIEW

The NALHD Administrative Coordinator for Events and Programs will join a supportive and fast-paced work environment at our growing nonprofit professional association that serves local health departments across Nebraska. The Administrative Coordinator will be responsible for coordinating high-level work in support of the Executive Director and Program Staff including...

- Systematizing procedures and processes.
- Supporting all levels of the NALHD Organization—works with the Executive Director (ED), staff and contractors, the NALHD Board of Directors, Local Health Departments (LHDs), and other stakeholders to contribute to high quality implementation of NALHD projects.
- Providing specialized support to administrative functions (e.g., office procedures, records, clerical duties, scheduling).
- Identifying, analyzing, and sharing with the ED process-related issues and alternatives.
- Planning, coordinating, and implementing in person and online conferences and educational events.
- Facilitating key services to member Local Health Department Directors.

NALHD is a collaborative organization. Staff at all levels are engaged in solving the challenges that face NALHD and the local health departments we serve. We encourage staff to explore and generate fresh ideas and innovative approaches to their work.

SELECTED TASKS

- **Oversee office operations:**
 - Manage internal meeting schedules and documentation.
 - Assist with documenting deposits and reconciling payments.
 - Assist with payroll activities (collecting timesheets and expense reports and ensuring completion).
 - Maintain subscriptions to and supports staff use of online applications and tools used organization-wide (Office, Zoom, Canva, Adobe, etc.).
 - Coordinate printing, printer maintenance and printing orders in support of all Programs.
 - Maintain and NALHD calendars—including staff, Zoom, Public Health Events, and other shared calendars.
 - Answer phones and voicemail.
 - Retrieve and send mail.
 - Coordinate office supply orders.
 - Manage relationship with vendors as appropriate, such as printing services.
- **Act as internal lead coordinating the Nebraska Public Health Conference and/or similar events.**
 - Oversee/facilitate promotion plan, registrations, venue logistics, and agenda planning.
 - Manage presenter agreements, travel and other logistics.
 - Track sponsor income and benefits.

- Develop and manage staffing plan for the conference.
- Support website and in social media monitoring and updates.
- Coordinate logistics and provide on and offsite support for in person and online events including onsite board meetings and statewide meetings.
 - Facilitate meetings as needed.
- Provide as-needed staffing support to NALHD Committees, including the State Association of Local Boards of Health.
 - Coordinate meeting logistics.
 - Take minutes.
- Proofread and edit copy to ensure proper grammar, spelling, syntax and style.
- Other duties as assigned.

REQUIREMENTS:

- Self-motivated, highly professional, creative, flexible individual who takes initiative. Ready to excel at designated tasks and to help with overflow work from specific projects, as needed.
- Strong writing skills with an excellent knowledge of English grammar and style.
- Ability and poise to work well with all levels of internal management, staff, board of directors, as well as outside clients and stakeholders.
- Excellent interpersonal communication and organizational skills.
- Proficiency with the Microsoft Office Suite and comfort with learning other technology tools used by NALHD.
- Trust-worthy with confidential and sensitive information.
- Interest in Public Health
- High school diploma or international equivalent.

PREFERRED EXPERIENCE:

- Experience with project coordination and aspects of grants management
- Experience with online tools for collaboration, data collection, and social networking including: Share File, Basecamp, Docusign, Facebook, Instagram, and Twitter
- Strong Internet research skills
- Web and graphic design skills
- Bachelor's Degree

LOCATION:

This position is based at the NALHD office in Lincoln, Nebraska. The individual will primarily work on site unless prior approval is granted by the Executive Director. This position requires limited in-state travel. Some overnight stays may be necessary.

TIME-COMMITMENT:

The Administrative Coordinator for Events and Programs position is full time, hourly, between 32 and 40 hours/week.

Signature of employee

Date