

Program Associate

Job description

Health Projects Center (www.hpcn.org) is recruiting a full time Program Associate to provide support to Health Projects Center's programs. Health Projects Center is a non-profit health organization serving people in need on the Central Coast of California. The position will be based out of our downtown Salinas Office. We pride ourselves on featuring an innovative, friendly and flexible work environment.

Duties

- Collect and record health information from prospective clients
- Provide technology and facilities support to our mobile team of health workers
- Manage program data-bases
- Create and maintain program files (electronic and paper)
- Answer phones
- Maintain inventories and order supplies
- Provide clerical, administrative and translation support to clinical staff
- Maintain health resource materials
- Process correspondence and mail
- Coordinate services with vendors
- Manage mailing and postage

Qualifications

- At least two years relevant work experience
- Strong skills with Microsoft office
- Demonstrated ability to maintain spreadsheets and databases
- Outstanding verbal and written skills
- Strong skills with technology
- Ability to work effectively with diverse staff and clients
- Strong customer service ethic
- Outstanding organizational skills
- Demonstrated success managing multiple tasks effectively
- Background in health and human services preferred
- Spanish language fluency required

Compensation

This is a full-time position based in our Salinas office. Starting pay is \$18-\$22 per hour depending on skills and experience. We provide excellent benefits including paid vacation (3 weeks to start), 12 paid holiday days, paid sick leave, company paid insurance (medical, dental, life and vision), paid fitness time, and a pre-tax pension plan.

Interested; Please send cover letter and resume to info@hpcn.org

- All potential employees are required to have valid proof of Covid-19 Vaccination.