



Program Support Specialist

POSITION SUMMARY

The Program Support Specialist supports the Desert Healthcare District & Foundation's mobile medical clinic initiative, the Coachella Valley Equity Collaborative (CVEC), and other special community health projects. Under the supervision of the Chief of Community Engagement, the Program Support Specialist helps coordinate outreach events, assists with logistical planning, provides administrative support, and facilitates communication with partners, stakeholders, and community members. This role plays a key part in expanding access to care and addressing health disparities across the Coachella Valley.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act. Part-time – minimum 20 hours per week

Reporting Relationship

Reports to the Chief of Community Engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with scheduling mobile clinic locations, medical teams, and outreach staff.
- Support planning and execution of CVEC and community health events.
- Maintain communication with partner organizations and community stakeholders.
- Help develop and distribute outreach and promotional materials.
- Provide on-site logistical and administrative support at events.
- Track and organize program documentation, reports, and communications.
- Assist with special projects as assigned, including those related to health equity and access

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

High school diploma or equivalent

Professional Experience

Five (5) years of experience in an administrative, or programmatic support role.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Bilingual (English/Spanish), spoken and written, are strongly preferred.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Ability to perform tasks with minimal supervision.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None

Travel Requirements

This position requires local travel up to 90% of the time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from quiet to moderate noise.