

Job Title	Program Assistant
Employer/ Agency	The Immunization Partnership
Job Description	The part time Program Assistant provides program support to TIP programs. The position will support staff to complete deliverables under a Department of State Health Services contract. Support includes technical assistance, research on recruitment strategies for the Texas Immunizers and Stakeholders Working Group (TISWG) program, and the growth of TISWG membership and membership database. Duties also include cultivating new partnerships, recruiting new membership, and maintaining membership database. This is a part-time position for 20 hours per week with teleworking options. This position is funded through November 2019.
Qualifications	<ul style="list-style-type: none"> • High School Diploma or GED required; Bachelor's or Associate's degree preferred • Excellent written and verbal communication skills • Strong organizational skills and attention to detail <p>Page 2 of 2</p> <ul style="list-style-type: none"> • Ability to prioritize and adapt to a changing environment • Ability to take initiative and identify the information needed meet project objectives • Strong team-player who works independently on challenging assignments and cooperatively with partners • Ability to solve problems effectively • Discretion and confidentiality required • Proficiency in MS Office • Enthusiastic, detail oriented, and self-motivated
Salary/Hours	\$19,000/year
Employer/Agency	The Immunization Partnership
Address	P.O. Box 5168
City, State, Zip	Katy, Texas 77491
Contact Person	Hill Olson
Contact Title	Chief Operating Officer

Telephone Number	281-769-3078
Email Address	holson@immunizeUSA.org
Application Method	Email Cover Letter and Resume to careers@immunizeUSA.org
Opening Date	10/15/2018

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