

# Minnesota Oral Health Coalition is seeking a Program Assistant

July, 2021

## **BRIEF DESCRIPTIONS**

The Minnesota Oral Health Coalition is seeking a program assistant to provide administrative, programmatic, and communications support to our staff and board.

## **ABOUT THE EMPLOYER**

The Minnesota Oral Health Coalition (MOHC) is a statewide outreach organization dedicated to improving the oral health of Minnesotans by broadening and developing stakeholder engagement and collaboration. The MOHC works to raise oral health to its rightful place within overall health, while solving oral health problems affecting all Minnesotans.

Oral health is essential to general health and well-being at every stage of life. A healthy mouth enables not only nutrition of the physical body, but also enhances social interaction and promotes self-esteem and feelings of well-being. The mouth serves as a “window” to the rest of the body, providing signals of general health disorders.

## **POSITION DESCRIPTION**

The Minnesota Oral Health Coalition is seeking a program assistant to provide administrative, programmatic, and communications support to our staff and board. The foundation staff is small; therefore, teamwork is an essential part of this position. The ideal candidate will have strong organization, communications, and people skills. This position is an opportunity to build solid professional skills and networks through engagement with nonprofits, foundations, and others committed to advancing oral and public health.

We seek someone with a commitment to the values of equity, listening and learning, intentionality, and kindness. This is a limited-time, contract position. It is non-benefit earning. The contracted works remote but must be willing to attend in-person meetings occasionally.

## **QUALIFICATIONS**

- Advanced undergraduate or graduate student working towards a degree in a public health or health communications
- Demonstrated familiarity and interest in non-profit organizations
- Excellent written and verbal communication skills
- Proficiency in English
- Proficiency using Microsoft Office software (including Outlook and SharePoint)
- Social media experience
- Willingness to do administrative tasks and learn new skills such as grant-writing
- Experience conducting research on public health policy, disease, and issues

**Desired skills or experience:**

- Knowledge of graphic design software, such as InDesign and Adobe Illustrator
- Constant Contact or other email marketing software
- Grant-writing
- Word Press

**HOW TO APPLY**

Please email a cover letter and resume with the subject line “MOHC Assistant Position” to [nancy@minnesotaoralhealthcoalition.org](mailto:nancy@minnesotaoralhealthcoalition.org)

The position is open until filled.