



## Program Assistant – NCCARE360

Rooted in community-driven action and collaboration, and guided by its bold Strategic Plan, the Foundation for Health Leadership & Innovation (FHLI) positions itself to play an instrumental role in advancing systems-level change to improve the overall health and well-being of North Carolinians. At FHLI, we aim to be the leading voice in the creation of solutions to address complex health challenges and disparities facing rural communities and historically marginalized populations. FHLI strives to accomplish these goals by cultivating a culture of innovation, experimentation, and risk-taking, and amplifying the voices of the communities we serve. We do this by recognizing that no idea is too small, or insignificant, and by catalyzing diverse stakeholders in meaningful, collaborative engagement.

We acknowledge that:

- Communities must drive the solutions and deserve to have their voices elevated.
- A mature understanding of equity is imperative, and the only way to address the most deeply rooted community challenges is by empowering all stakeholders — traditional and non-traditional — to participate.
- The challenges rural communities and marginalized populations face are both generational and systemic, and can't be solved with one-time programming, but instead through sustainable, systems-level change, which calls for new approaches leaning on innovation, partnerships, and technology.
- The health system is at an inflection point, in which the disparities are stark, and the importance of equity in pursuit of whole-person health is critical.

FHLI is an organization positioned to be an effective bridge-builder who can make connections and facilitate collaborations to help elevate the voices of all North Carolinians to drive transformational change. With a mature understanding of equity, our team recognizes that the only way to address the most significant health-related challenges is by empowering and supporting the community to participate in the discussion.

### **About the Position:**

The Foundation for Health Leadership & Innovation (FHLI) seeks to hire a **Program Assistant** for NCCARE360, the first coordinated care network supported by a public-private partnership between FHLI and the NC Department of Health and Human Services. The purpose of the position is to assist the team members in the ongoing operations of the NCCARE360 program, and to serve as a key team member assisting in all activities related to the management of grant applications, including assisting in the writing, and editing of grant and program documents, management of project calendars, and scheduling and coordination of virtual and in-person meetings and other activities.

This position is currently virtual with occasional in-office work at our office located in Cary, NC.

### **Essential Job Duties and Responsibilities:**

- Serve as a key member of the NCCARE360 team to ensure grant coordination and implementation.
- Maintain grant calendar and ensure team appointments are scheduled as necessary.
- Schedule and coordinate virtual and in-person meetings, trainings and workshops for grantees.
- Assist NCCARE360 Program Specialist with meeting planning and minutes of key meetings.
- Write and edit grant documents including letters, reports and instructional documents.
- Serve as the communication hub for NCCARE360 correspondence from external organizations.
- Create and maintain electronic filing system to support grant implementation.
- Maintain grantee and stakeholder listservs
- Manage online resources for grantees and vendors.

**Qualifications:**

- A college degree in healthcare management, business administration, business or nonprofit communications, or related degrees.
- A minimum of 3-5 years of experience supporting an executive and/or program team members managing complex projects or programs.
- Experience should include working in a fast-moving, dynamic environment, preferably in healthcare and/or nonprofit organizations. Knowledge of social determinants required.
- Ability to effectively communicate/partner with a wide variety of skill sets and personalities
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment.
- Self-motivated, self-directed, organized, and quick to response to rapidly changing job demands in a calm, reserved, and effective manner under stress
- Strong team player with good people skills, including being able to give and receive constructive feedback in a respectful manner and maintain a positive, empathetic, and trust-based relationships
- Business skills including program management and a working knowledge of electronic healthcare platforms, are a plus.

**Pay/Benefits:**

This is a grant funded, full-time, salaried position. This position will receive generous company benefits to include 100% paid health, dental, long-term disability, and life insurance coverage for the employee, as well as company-paid retirement contributions.

Salary is commensurate with experience.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

**To Apply:**

Interested applicants should send a cover letter, resume, and 3 professional references (prefer at least one a direct supervisor) to [recruitment@foundationhli.org](mailto:recruitment@foundationhli.org). Please use the subject line "Program Assistant – NCCARE360". No phone calls please.

FHLI will only review submissions that include all requested materials. Applications will be reviewed as they are submitted, and they will be accepted until the position is filled.