



Maternal and Child Health Access

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Job Announcement - Please Post

Assistant - Training and Education

Start date: January 2, 2007

Maternal and Child Health Access (MCHA) seeks an energetic, detail-oriented Administrative Assistant to provide computer and administrative support to our Training and Education program.

Maternal and Child Health Access

Since 1990, Maternal and Child Health Access, a community-based organization with a strong history of health education and advocacy in Los Angeles, has provided education and training on issues of access to care, particularly for low-income pregnant women and families, to community agencies and directly to Medi-Cal and other program recipients. MCHA maintains an outreach, case management and health education program for pregnant and parenting women in downtown Los Angeles and an outreach and enrollment program for individuals and families needing health coverage or services, produces materials for use by clinics and agencies, offers technical assistance, advocates for individuals and develops policy analysis on issues that affect the health and well-being of women and families.

The position

The Assistant will perform multiple support tasks with a focus on updating and maintaining the accuracy of materials used in the training, as well as:

- creating binders for trainings
- copying and collating
- e-mailing to large group list serves
- maintaining data bases
- creating flyers using graphics programs and internet-based art sources
- ordering materials and supplies
- writing letters
- follow-up phone calling
- coordinating meeting dates and sites and
- providing general support to the management positions involved.

Qualifications

- Knowledge of Personal Computer systems: Microsoft Word, a spreadsheet/database program and ACCESS helpful. Knowledge of graphics programs helpful. Ability to troubleshoot computer problems helpful
- Two years clerical experience
- E-mail and Internet proficient
- Spanish helpful
- High School Graduate, some college preferred
- Able to handle multiple tasks simultaneously in a busy environment
- Able to develop and use systems for rapid information dissemination (fax trees, e-mail lists, computer generated mailing lists)
- Own transportation - car and insurance – required
- Detail-oriented, dependable, responsible, organized and able to prioritize assignments
- Good writing, spelling and communication skills
- Interest in health care for low-income people

Hours: 40 hours weekly. Must be able to work 9-5

Salary: Depends on qualifications, plus benefits

Application deadline: Until filled. Position begins January, 2007.
Send resume to: Liz Ramirez, Director, Education and Training
Maternal and Child Health Access
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Los Angeles, CA 90017-1800
Fax: (213) 745-1040
Email: lizr@mchaccess.org

MCHA is an Equal Opportunity Employer; women and people of color are strongly encouraged to apply.