

National Hispanic Health Foundation Program Coordinator

About NHHF

The National Hispanic Health Foundation (NHHF) is a 501(c)(3) established in 1994 in Washington, DC. NHHF serves as the philanthropic arm of the National Hispanic Medical Association (NHMA). NHHF's mission is to support educational and research activities to improve the health of Hispanics.

The Role

Reporting to the Program Manager, the Program Coordinator will lead the successful implementation, coordination, and administration of new and existing programs. Funded by a range of foundations and private organizations, these educational and research programs include workforce development outreach, research projects, and community service engagement. Please visit NHHF's website (www.nhmafoundation.org) to learn more about NHHF and its programs.

The Program Coordinator will be responsible for coordinating all logistical aspects of assigned programming, in both virtual and face-to-face environments, with an emphasis on and ownership of strategic approach to these areas. The Coordinator will play a vital role within the team, have a strong interest in programmatic work, and be willing to learn and grow within the role. The Program Coordinator must have the capability to meet multiple deadlines and work well under pressure.

Responsibilities and Duties

- Provide programmatic support and assist in the day-to-day administration of a wide variety of NHHF's programs.
- Assist in grant and proposal tracking and reporting metrics.
- Assist in maintaining databases and contact lists.
- Develop communications strategies to drive programs and deliverables.
- Support NHHF events, such as the annual scholarship gala, webinars, and NHMA's conference.
- Assist in preparing periodic reports and records on program activities, progress, status updates, or other special reports for management.
- Serve as direct contact for face-to-face and virtual programming, maintaining a professional and courteous relationship with all internal and external personnel.
- Adhere to programmatic and financial close-out procedures.
- Provide administrative support, as needed, including the maintenance of NHHF's website and inbox.
- Assist with travel arrangements of all attendees for face-to-face programs.
- Coordinate with communications staff on placing information on websites, flyers, and other materials as needed.
- Other duties as assigned based on NHHF's needs.

Minimum Qualifications and Experience

- Bachelor's degree in related field and a minimum of 1 year of nonprofit/association planning and program management experience (ideally in a health and non-profit related sector)
- Fundraising experience
- Clear and accurate communication skills (verbal and written)
- Employ problem-solving skills to make independent decisions
- Possess advanced interpersonal skills, liaising with internal and external personnel
- Ability to professionally engage and respond to a broad range of stakeholders, including Hispanic medical professionals and partners, to provide excellent and timely customer service
- Reliable, Dependable, and Highly energized with the ability to work in a fast-paced environment and must meet multiple deadlines
- Proficiency with Microsoft Office, Excel, PowerPoint, Asana, Trello, Slack, and G-Suite
- Proven experience in leading Zoom webinars and meetings
- Strong writing, copywriting, and copy-editing skills
- Detail-oriented with excellent time management and organizational skills
- Proven ability to interact and lead interns in facilitating program objectives
- Fluency in Spanish, preferred
- Experience in event planning a plus but not required

LOCATION: The organization is located in downtown Washington, DC. Candidates should live within a commutable distance to the office.

Benefits

Salary based on experience (up to \$60,000 maximum)

NHHF offers a competitive benefits package including:

- Competitive benefits package that includes a 100% employer-paid health insurance package (medical, dental, and vision), commuter benefit, and life insurance.
- Two weeks of paid time off annually, two weeks of sick leave, and two personal days.

To Apply

Please submit a cover letter and resume in PDF format to Jobs@nhmamd.org and include "NHHF Program Coordinator" in the subject line.