

Open Position: Project Support Specialist

The Institute for Public Strategies, a non-profit health care agency, is seeking a Project Support Specialist for their office in San Bernardino, CA. The position is a combination of general project support with emphasis on the coordination of survey work among several agencies.

Specifically this position will:

- Coordinate the distribution of survey materials to agencies participating in a countywide data collection project; communicate regularly with agency representatives ensuring they have adequate supplies.
- Coordinate the collection of completed surveys from participating agencies, review completed surveys to ensure neatness and accuracy of information provided, package and ship completed survey to data analyst
- Develop reports and other written materials as needed.
- Attend selected community meetings, draft meeting minutes, help formulate agendas and make other announcements to meeting participants.

The ideal candidate has significant experience in office management or clerical duties, strong written and oral communication skills and the ability to work collaboratively with both agency and community partners. Experience with data management and/or familiarity with SPSS would be a plus.

This position is fast-paced and challenging. It requires extensive attention to detail.

This is a full time position (40 hours / week).

Salary is \$26,000-\$33,000 annually.

Generous benefits package included.

Must have valid California Driver's License and own a reliable vehicle to use during work.

No relocation assistance available.

See website: www.publicstrategies.org for descriptions of current and past projects.

To Apply:

Email cover letter, resume, and salary history to projectsupport@publicstrategies.org .

In accordance with ADA guidelines, reasonable accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies is an Equal Opportunity Employer and is committed to fostering diversity within its staff.