Position Title: Diabetes Prevention Program Administrative Assistant

Department: Science & Practice

FLSA Status: Full-Time, Non-Exempt

Reports to: Diabetes Prevention Program Manager

Last Reviewed: April, 2016

Supervises: N/A

BASIC FUNCTION

Help stem the Diabetes Epidemic by providing administrative support to the Diabetes Prevention Program (DPP). Assist with an assortment of projects related to the AADE Diabetes Prevention Program both under AADE’s cooperative agreement with the Centers for Disease Control (CDC), and outside of the grant. Duties include but are not limited to support and technical assistance of AADE’s networks of DPP sites and interested parties and stakeholders nationwide by maintaining data collection reports, producing reports, tracking program compliance, and summarizing information for review. Will also assist with invoicing and registration, logistics of meetings, developing content for presentations, coordinating schedules, and processing correspondence as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain program calendar, reports, files and related task list(s).
- Assist in developing and maintaining the reporting, monitoring, and site visit schedule.
- Coordinate meetings, organize travel, and assist with planning of training sessions and events including ordering, compiling and shipping of materials.
- Support AADE DPP by drafting agendas, minutes, and correspondence as requested.
- Track and record program site progress by monitoring and collecting reports.
- Design reports to meet data analysis needs and methods to improve data collection, analysis, and reporting.
- Assist in planning and implementation of AADE DPP Lifestyle Coach Trainings, workshops, and stakeholder meetings.
- Receive, review and process all incoming invoices, check requests, and expense reports.
- Develop and produce regular progress reports for internal and external audiences.
- Maintain and update AADE DPP webpage, SharePoint Site, and LinkedIn page.
- Assist with AADE DPP monthly e-newsletter.
KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent time management and organizational skills; ability to prioritize and manage multiple projects and tasks.
- Computer proficiency; experience with spreadsheets and creating/running reports, research analysis and ability to troubleshoot technical issues.
- Excellent oral/written communication skills. Ability to communicate effectively with team members in a supportive and professional manner.

EXPERIENCE/EDUCATION

- Prior administrative experience required in a professional work environment.
- Experience in data collection and data entry.
- Educational courses in Public Health, Evaluation, Data systems or relevant field a plus.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files.

WORKING CONDITIONS

Majority of work performed in general office environment.