



**National Association of Counties
Job Description
Health Associate
County Solutions and Innovation Department**

The National Association of Counties (NACo) in Washington, D.C., announces an opening for a Health Associate. This position sits within NACo's County Solutions and Innovation department, which provides county leaders with educational programming and resources that help counties more effectively and efficiently provide services to their residents. The Health Associate duties include a variety of professional assignments aimed at informing, educating and assisting county officials across the United States who are working to build healthier communities.

This position requires an individual who is a self-starter, organized, detail-oriented and can manage multiple tasks and projects simultaneously. Applicants must have experience with and knowledge of local health policy and issues.

This position is wholly dependent on outside funding support. NACo currently intends to continue the position through April 2019, though is it intended and likely to remain beyond that date.

Under guidance of the Associate Program Director for Health, the Associate's primary duties and responsibilities include:

- Assisting with the day-to-day quality, conduct and completion of project deliverables and ongoing relations with foundation partners, other NACo departments and members, as an active part of a team
- Conducting research on and studies of effective and innovative practices in counties across the country and distilling information into written publications
- Completing administrative tasks necessary, including scheduling meetings, making phone calls, reserving conference rooms, setting up meeting rooms, responding to member requests, preparing internal and external correspondence, maintaining and updating mailing lists, and other tasks as assigned
- Planning, facilitating and completing webinars, news articles and social media campaigns to support relevant project deliverables

- Assisting with planning and implementing workshops, mini-forums, presentations and meetings for NACo conferences and providing support for these events
- Drafting blogs on relevant issues on a regular basis. This includes developing content ideas, writing, editing and posting articles on NACo's website
- Learning and managing various software used by the department for communications needs
- Responding to routine inquiries when possible and referring other inquiries to appropriate sources
- Representing NACo and the County Solutions and Innovation Department in NACo-wide activities, including conference planning and implementation, membership recruitment and retention, marketing, website updates and maintenance, *County News* articles and contributions, and internal and external meetings
- Assisting in "overflow" work as requested by the supervisor, and
- Performing various other duties that may be assigned from time to time based on the needs of the County Solutions and Innovation team
- Limited travel may be required
- Other duties as assigned

Qualifications:

1-3 years experience required, prefer education and/or experience in public policy, health or related area.

Must possess the following:

- excellent oral and written communications skills
- ability to manage multiple projects
- ability and willingness to work as part of a team
- ability to meet deadlines and work well under pressure
- ability to work well in a political environment
- ability to work well with external partners, and
- knowledge of local governments and relevant organizations.

Reports to:

Associate Program Director for Health, County Solutions and Innovation

Supervision Exercised:

No direct reports

Interested individuals should submit a resume and cover letter to resumes@naco.org.

Employees of NACo enjoy a fun and challenging environment with a wide range of competitive benefits. Benefits include comprehensive medical, vision and dental insurance coverage; paid holidays and leave; tuition reimbursement; group life insurance, 401(k) match and pension plans, credit union membership; and short-term/long-term disability coverage.

NACo and its subsidiaries are equal opportunity employers. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status, or any other basis prohibited by federal, state, or local law.