



**Maternal Infant Services Network
10 Little Britain Road
Newburgh, New York 12550**

Applications are invited for consideration for the following position:

Title: Full Time Bilingual Program Assistant/Navigator

Posting Date: April 29, 2019

Classification: Non-exempt

About MISN: is a community-based not-for-profit dedicated to health and wellness across the lifespan and access to health care for all. It offers programs in the Mid-Hudson region.

Duties: Program Assistant and Navigator 37.5 hours weekly

- Manage business related tasks for Program Directors across all grants such as creating reports, taking minutes, filing and retrieving corporate records, and other organizational tasks as needed.
- Answering phones, routing calls, making appropriate appointments for Navigator staff
- Manage Google calendar for Navigator staff working on and off site
- Collect and maintain all required administrative and program specific paperwork accurately
- Create, gather and copy fliers and promotional materials for all programs and events
- Inventory of program materials in collaboration with program managers and staff
- Disseminate outreach literature in community settings/events
- Complete NYSDOH Navigator Certification
- Enroll consumers into the New York State of Health Marketplace as needed in Newburgh office

Qualifications:

- Associates Degree at a minimum
- Bilingual Spanish/English highly recommended
- Proficiency with Microsoft Office Suites and Social media platforms
- Polished written and verbal communication skills
- Excellent organization skills with an ability to think proactively and prioritize work
- Work out of MiSN Newburgh office
- Valid driver's license; independent means of transportation for some travel in the Hudson Valley Region

Bilingual English/Spanish Highly Preferred

Apply by: Email cover letter and resume to resumes@misn-ny.org

Other important information about this vacancy: Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, gender, gender identity or protected veteran status. We especially encourage applications from individuals who can bring diverse cultural and ethnic perspectives and experiences to our agency.