



Healthy Birth Day, Inc. Seeks Program Assistant

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements in the third trimester. Our goal is to save 7,500 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The Program Assistant will work closely with staff on programmatic and administrative work including grant implementation, evaluation, data collection, mailings, and other duties as assigned. The Program Assistant will support HBD's mission and values while gaining professional skills in the areas listed above.

Roles and Responsibilities:

- Assist in the implementation of secured grant projects, including execution of grant requirements, evaluation and reporting, and working with vendors to secure competitive quotes on projects
- Assist in mailings and call campaigns to fulfill state expansion and/or grant projects
- Basic data collection and analysis of grant projects and survey responses, state expansion contracts, programmatic outreach, racial disparities in birth outcomes and fetal death data
- Monitor and respond appropriately to customer feedback on the *Count the Kicks* app
- Administrative tasks and errands related to overall operations of Healthy Birth Day, Inc.
- Other duties as assigned

Must Haves:

- Highly organized and self-motivated
- Proficient with Word, Excel, PowerPoint, and Google Drive at a minimum
- Ability to be flexible to handle multiple priorities simultaneously
- Ability to work independently and as part of a team
- Good written and verbal communication
- Positive attitude and a commitment to diversity and inclusion
- Ability to work from home or an office
- Thrives in a fast-paced work environment

Education:

- Associate or Bachelor's Degree

Start Date: August 31, 2021

Travel: There may be some travel required within the state of Iowa. Travel is reimbursed at .39 per mile.

Hours: Full time, exempt

How to Apply: Send cover letter, resume and [application](#) to employment@healthybirthday.org with the subject line "Program Assistant".

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.