



American College of Preventive Medicine
physicians dedicated to prevention

Program Assistant, Programs and Grants

The American College of Preventive Medicine (ACPM) is the leader for the specialty of preventive medicine and physicians dedicated to prevention. ACPM and its members improve the health of individuals and populations through evidence-based health promotion, disease prevention, and systems-based approaches to improving health and health care. The College is seeking a high-energy, focused, can-do individual to serve as Program Assistant to assist the Grants team by: organizing project deliverables, developing and monitoring subcontracts, tracking invoices, and providing requisite reports. This position provides support to Committees and grant work funded by the Centers for Disease Control and Prevention (CDC).

Is this role for you?

The Programs and Grants Program Assistant is a dynamic role and exciting opportunity for someone with a strong team-centered work ethic; multi-tasking skills; excellent communication and people skills. You will be the “go-to” support person on the Grants Team in support active/ongoing grants and programs and the ACPM’s development of new grant/education opportunities.

Do these things interest you? Your key responsibilities include:

Program Development and Implementation:

- Assist the team with grant project deliverables by drafting notes, organizing conference calls and in person meetings, developing reports and preparing slides or other materials.
- Coordinate administrative and strategic support functions for the Vice President of Programs and Education.
- Support the Program and Project Directors with day-to-day administrative management of public health program grants and the submission of proposals.
- Support program staff with day-to-day management of Committee work including updating committee roster, preparing committee meeting agenda, minutes, responding to member inquiries.
- Vet and respond to a high volume of inquiries via phone and email.

Education Programming Support

- Coordinate and facilitate member inquiries form CME/MOC application and other certification requests.
- Assist with CME requirements and online learning forms and evaluation/data collection.
- Participates in monthly Communications meeting and assist with relevant news articles for monthly ACPM Newsletter.

Communications and Marketing Support

- In coordination with the Communication team, post links to latest research, reports, practice and policy news on the ACPM website.
- Contribute to the overall success of ACPM by performing all other essential duties and responsibilities as assigned.

What are we looking for?

- Bachelor's Degree; PMP certification a plus
- Minimum of 1-3 years of applicable experience
- Excellent verbal, written, and interpersonal communication skills.
- Professional demeanor and can quickly integrate into a high-performing team.
- Ability to establish and maintain positive, collaborative relationships with staff.
- Strong organizational skills and experience managing multiple tasks and projects.
- Excellent attention to details.
- Competency in Microsoft Office Suite with an emphasis on Excel required.

Why work for ACPM?

Be part of an essential and high profile medical specialty! Public health and health systems value the leadership role of preventive medicine to promote healthy lifestyles and population health. In addition, ACPM offers a comprehensive and competitive benefits package and a work environment and culture that values trust, accountability, impact, respect and joy.

To apply:

If this position sounds like a great fit for you and you're excited to make an immediate impact at ACPM, please send a resume and cover letter to careers@acpm.org and reference Programs Assistant in the subject line.