



BirthWell Partners Program Assistant

Position Description

Salary Range and Job Type

Salary: \$28,000- \$35,000

Job Type: Hybrid (some in-person and some remote hours); Full-time, 30-35 hrs/week

JOB DESCRIPTION

BirthWell Partners is seeking a Program Assistant who can provide administrative, fundraising, and operational support for a non-profit community doula program. The part-time hours allow for some flexibility in the schedule. The Program Assistant will be expected to attend some evening and weekend events, as well as travel occasionally within the state.

Organization

Since 2011, BirthWell Partners has been working to improve the health of families in the Greater Birmingham Area by providing non-medical pregnancy, birth, and postpartum information and support. We make doula training accessible and provide doula services for about 100 low-resource families per year. BirthWell is looking for a Program Assistant with the passion to help us as we grow.

Position Summary

The Program Assistant will contribute to program operations, community outreach, fundraising efforts, and provide administrative support as needed. The ideal candidate will have a passion for helping new and expecting families thrive and have a strong commitment to reproductive health. This person will understand the critical role of doulas and how they can support the improvement of birth outcomes and overall maternal/infant health. Applicants should be willing to work diligently to promote and expand the efforts of the organization throughout the state. This position requires someone who is adaptable, possesses exceptional oral and written communication skills, thinks strategically and creatively, and enjoys engaging in a variety of tasks.

QUALIFICATIONS

Required Qualifications:



- High school diploma and at least two years of relevant work experience
- Experience with community outreach
- Ability to multi-task in a self-directed work environment
- Good organizational skills
- Excellent, transparent, and inclusive communicator in verbal and written formats
- Proficiency in Microsoft Office Suite and Google Suite
- Reliable access to personal transportation

Preferred Qualifications:

- Bachelor's degree
- Familiarity with the maternal health and/or the doula profession
- Fundraising and/or grant writing experience

RESPONSIBILITIES

- Accept client referrals, intake clients, match clients with doulas
- Work with the Doula Coordinator to manage doula-client service relationships
- Fundraising and outreach event planning and material preparation in collaboration with the Board of Directors and the Executive Director
- Coordinate and/or attend outreach events and serve on community and association committees
- Identify and assemble potential client resources
- Schedule and promote organizational meetings, trainings, and other educational events
- Liaise and provide administrative support to the Board of Directors
- Onboard work study applicants and new volunteers
- Prepare, maintain, and complete doula and client records and reports
- Assist with creating and disseminating program reports
- Other duties as needed

To Apply

Please submit a 1-page cover letter detailing your experience related to the required and preferred qualifications and a resume to info@birthwellpartners.org.