



Job Summary: Equity Initiative Assistant

Classification: *(Non-exempt)*

Department: *Administrative/Outreach*

Reports to: *Executive Director*

Summary/Objective: The Equity Initiative Assistant is an administrative support assistant for the Certified Professional Midwifery Equity Initiative (CPM EI) is responsible for supporting the development and implementation of a comprehensive administrative services program; ensuring the effective and efficient achievement of the grant policies, goals, and objectives; ensuring that resources are utilized in conformance with state and federal laws, rules and regulations; at times to serve as a liaison with various state and federal departments, local municipalities and groups on matters about the CPM EI programs; to be responsible for adhoc special project development; and to do related work as required. **LIMITED 9 to 12 month grant contract for 2026.**

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Assists to maintain the supplementary and organizational side of the CPM EI facility usage.
- Assists in monitoring the fellow financial reports and any implementation corrective action as required.
- Lead, guide, and direct the CPM EI applicants in a way that is conducive to grant contractual agreement.
- Promote and market the CPM EI in the community to ensure favorable public relations regularly.
- Host informative workshops, sessions, and virtual webinars on the CPM EI and EI fellows.
- Create an environment where CPM EI is highly engaged, abides by core values, and focuses on providing the highest level of success in the program and throughout the communities served.
- Assist in the assurance of regulatory and policy compliance within UPEC CPM EI.
- Organize and assist all phases of extensive travel arrangements including air, hotel, and ground transportation providing an organized, detailed travel itinerary as provided by the Executive Director.
- Tracking and documenting all related business expenses through expense reports.

- Creating and designing various communications, including letters, memos, presentations, and reports.
- Representing UPEC and CPM EI on various administrative, people, and facilities matters.
- Responsible for extremely confidential matters and time-sensitive materials.
- Be available via cell evenings and weekends to support CPM EI Fellows.
- Assist with relevant CPM EI special projects as assigned.
- Provide substantive executive and administrative support for the EI and EI Fellows.
- Assist and maintain student, EI, and general calendar management.
- Design, develop, and present AD HOC reports and presentations with the Executive Director to RI CPM EI teams.

Required Skills/Abilities:

- Self-initiator and starter of projects, tasks, and assigned responsibilities
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Proficient in Google-based products Docs, Sheets, Forms, Slides, Spaces, and Chat
- Willing to learn and utilize project management applications and programs
- Maintenance and data entry into HIPAA-compliant database

Education and Experience:

- At least three years of related experience is required in administrative management
- At least a year in project management
- At least a year in event planning

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.

Certification Requirements:

- CPR/AED - Child and Adult
- HIPAA Certification
- Medical Ethics Certification
- OSHA Bloodborne Pathogens

Reliable, consistent, and timely transportation is required. Self-initiator and driven to complete tasks to a timely quality.

This position is a hybrid work potential schedule based upon the project's demands, including potential out-of-state travel. This opportunity is grant-funded for up to a year. Employment is at will and contingent upon grant funding.