



**National Viral Hepatitis Roundtable (NVHR)
Temporary Program Assistant**

[The National Viral Hepatitis Roundtable \(NVHR\)](#) is a broad coalition working to fight, and ultimately end, the hepatitis B and C epidemics in the United States. NVHR is a program of Community Initiatives; a San Francisco based nonprofit organization that provides fiscal sponsorship to large and small nonprofit programs and organizations.

NVHR is seeking a temporary Program Assistant. This is a 3 month position at 30 to 40 hours per week, depending on the selected candidate's availability. It is a telecommute position and candidates will be considered from around the country. Applicants residing in the San Francisco Bay Area are strongly preferred.

Working under the supervision of the Senior Program Manager, the temporary Program Assistant will help with a variety of projects related to [NVHR's Hepatitis C Baby Boomer Screening and Linkage to Care Program](#). Tasks may include, but aren't limited to:

- Updating NVHR's member database
- Assisting with the design, execution, and compiling data from NVHR member survey
- Assisting with the creation of template welcome email for new NVHR members
- Assisting with research and editing of content for NVHR website, fact sheets, newsletters, blog posts, and op-eds
- Providing support for website related tasks
- Providing outreach to recruit new NVHR member organizations and individuals
- Assisting with note-taking during NVHR conference calls
- Other duties as assigned

Required skills and experience:

- Ability to work independently and with minimal supervision
- Excellent verbal and written communication skills
- Detail-oriented with solid time management skills
- Research and writing experience
- Intermediate computer skills and experience, including Microsoft Word, Excel, Outlook

Salary Range: \$20 - \$22 per hour

To apply, please send resume and brief cover letter to tbroder@nvhr.org with "Temporary Program Assistant" in the subject field.