



## Heal the Sick (HTS) Program Assistant

Department: Community Engagement Institute

Part-time: 8 hrs/wk

Compensation: DC Minimum Wage

**Description:** The Heal the Sick (HTS) program as part of the seminary's Institute for Community Engagement at Wesley Downtown Assistant works at the intersection of faith and health on a local, regional, and national level. The Heal the Sick program prepare leaders to advance whole person health and well-being of individuals, communities and congregations, especially those who are underserved. Key components of the program include promoting faith communities' health ministries, providing educational opportunities, catalyzing network creation and supporting existing networks, and facilitating collaboration with community partners. The program works with faith, public health, businesses, hospitals, and other groups. The HTS program conduct faith and health research to understand the impact of health ministry.

**List of Duties:** HTS Program development support, program administration and logistics: Assisting Heal the Sick in facilitating faith community network meetings for congregational health ministries. Event program planning support to include coordination of mailings and correspondence; design, maintenance, and troubleshooting of spreadsheets, flyers, and other documents; and social media messaging. Provide assistance and support for HTS' Health Ministry Annual Gathering at the seminary. Administrative support for HTS program including research; Assist with grading, collection and analysis of data for HTS programs, particularly for the program's Health Minister Certificate. Create a written summary of analysis, findings, and recommendations for the program. Assist with grant writing/reports; Research and community support for HTS community engagement projects including support for local faith and health network efforts with congregations; attending HTS community partner meetings. Assist with other duties as assigned.

**Qualifications:** Effective completion of the duties outlined above entails a preference for administrative experience, a creative approach to organizational systems, and a proven willingness to be flexible while paying careful attention to details and deadlines. Excellent communication skills, good interface skills with the public, and organizational skills are a must. Additional requirements: proficiency in Windows software applications, including Microsoft Word, Microsoft Publisher, Power Point, Google Forms, Google Docs, and database management; demonstrated skills in office management, including filing and reporting systems, discretion with confidential materials; consistent attention to priorities and an ability to reassess tasks on a weekly basis. We are looking for strong self-starters who are reliable, proactive (able to anticipate upcoming needs and deadlines), energetic, able to work independently, and consistently produce high quality work for our team. The following qualifications are desired, though not required:

### **Desired qualifications:**

- Experience with development of assessment and evaluation tools a plus
- Knowledge of DC, VA, Maryland faith communities a plus
- Experience with community organizing, community and congregational partnerships
- Proven knowledge of and experience with performing statistical analyses of data
- Experience using SPSS (data analysis software)

**Contact:** Cover letter and resume with references to:

-Tom Pruski, Associate Director, Heal the Sick; [tpruski@wesleyseminary.edu](mailto:tpruski@wesleyseminary.edu)