Part-time Program and Development Assistant (PDA)
EqualHealth is seeking an experienced and detail-oriented program and development assistant to support our growing 501c3. Working between 5-8 hours each week, the PDA will work with managing director of finance and strategy and managing director of operations to take routine and special project tasks. We are seeking an organized self-motivated person who can bring your skills and energy to our mission driven organization.

Note: EqualHealth is also seeking a part-time bookkeeper and would consider combining these two roles for an interested candidate.

About Equal Health
EqualHealth (EQ) was founded in 2011 following the devastating earthquake in Haiti on January 2010. The mission of EqualHealth is to inspire, empower, and support the development of leaders among the next generation of Haitian health professionals. We envision a healthy Haitian population that has the knowledge and ability to reduce the incidence of disease and access to an effective health care system run by qualified medical professionals who provide world-class, evidence-based care. Since our founding, more than two thousand Haitian doctors, nurses, and students have participated in EqualHealth’s programs.

EqualHealth functions on the ground in Haiti with our sister foundation and runs administration and some program operations in Boston, MA. We are a small but mighty group of colleagues and volunteers deeply dedicated to our missions.

Duties and Responsibilities
- Assist with various aspects of program logistics and coordination including travel and accommodations; conference support; and meeting planning, minutes, and basic budget tracking
- Support development functions including communications distribution, donor tracking, event planning and coordination
- Develop routine social media communications and updates to website
- Other duties reflective of the program and development functions.

Requirements and Qualifications
College degree or college student with experience in key functions
Proficiency with Microsoft Office
Preferably experience with squarespace or other web content management system and mailchimp or other mass communication system
Excellent communication skills
Strong writing and editing skills

Send letter of interest, resume and writing sample to info@equalhealth.org