Helen Keller

JOB ANNOUNCEMENT

Program Specialist, Administration
Seasonal/Temporary
(New York City)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition, and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background
Recognizing a lack of accessible, adequate vision care among low-income adults and children in the US, Helen Keller International established the US Vision Programs (formerly known as ChildSight®), which currently operate in CA, MN, NJ, NY & TX. Since 1994, Helen Keller International has provided free vision screenings for more than 2.1 million individuals in the United States and provided more than 350,000 of them with prescription eyeglasses to solve common vision problems.

Helen Keller is seeking a Program Specialist, Administration, to join the dynamic NY Vision Team and manage program activities in New York City.

Key Responsibilities
- Consult on the development of a detailed implementation framework for the on-site schedule of screenings, refraction, and eyeglass distribution in conjunction with the school system and other partners as needed to ensure efficient use of staff time, Optician and Optometrist services and assure transport of equipment
- Lead the scheduling of the program activities with schools and community partners as assigned.
- Communicate the team assignments and schedule of consulting optometrists to execute the implementation plan.
- Enter all program activities and outcomes in the program database.
- Run reports from database and prepare and submit invoices. Work with the program’s Finance Officer to ensure timely payments to vendors.
- Train new staff and contractors on program protocols involved with partnering with project locations and provide guidance and correction, as needed.
- Participate in the design, testing, and implementation of the program materials including, but not limited to, impact surveys, program participants and families/guardians outreach and educational materials.
- Cultivate and maintain relationships with key partners to promote collaboration and support of program activities.
- Follow the proper maintenance procedure of all files, records and documents relating to Helen Keller program activities based on developed HIPAA protocol and compliance.
Requirements

- Bachelor's degree plus two years related experience, or equivalent combination of education and experience.
- Experience working in administration, finance and/or operations preferred.
- Professional communication skills. Strong interpersonal skills including the ability to communicate effectively across cultures.
- Solid organizational skills and reliable attention to detail.
- Demonstrated ability to liaise effectively with community partners, troubleshoot issues, propose solutions and take proactive approaches to improve programmatic management processes including:
  - asking for information in a way that is clear and specific
  - interacting with internal colleagues and community partners with diplomacy and tact
- Oral and written proficiency in Spanish is strongly preferred.
- Ability to work independently and prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude as a part of a team.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional, ethical standards.
- Basic computer literacy sufficient to input quality data into database of record.
- Helen Keller International requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID. We also require all staff to wear masks when in any open or public spaces in the office or on a program site, and to observe social distancing.

Conditions

The position is part-time (approximately 20-30 hours per week) and active only during the academic year.

To Apply

Qualified candidates should submit a cover letter and resume to usvp.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of our namesake, Helen Keller is dedicated to building an inclusive workforce where diversity is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.