Partners for Pediatric Progress is seeking a qualified candidate for the position of:

**Part-time Administrative Assistant III**

**Partners for Pediatric Progress (P3)** is a project of the UCLA Center for World Health of the David Geffen School of Medicine at UCLA. The mission is to improve the health of children in some of the most resource poor regions of the world, by providing focused training for the physicians, nurses, medical students and other healthcare professionals in our partner countries. Major partner sites are in Mozambique, a country with over 10 million children and less than 50 pediatricians in the entire nation, and in the Amazon region of Peru, where our partners care for over one million residents in Iquitos and the surrounding jungle communities. We also provide training experiences for U.S. medical students and residents in these settings. Such experiences promote more humanitarian, cultural sensitivity and a greater commitment to working with underserved populations in the U.S. for the next generation of physician leaders.

**Description of the Position:**
The Administrative Assistant will provide high-level administrative support for all aspects of P3, including managing the coordination of communications, managing calendars and scheduling calls; arranging complex international travel and purchasing; managing content on the website; managing donor database and working on donor outreach related activities; coordinating special events and meetings; and, managing filing and documentation systems and all other administrative and clerical support duties, as needed. This position will directly support the P3 Director.

**Qualifications Desired:**
Ability to develop a deep understanding of the mission and program goals; strong and highly professional and diplomatic communication skills (both written and verbal) to include email correspondence, development and execution of program documents, interpersonal communication, etc. Exceptional writing skills necessary to prepare materials for public presentations, formal administrative reports, and other communications, often under severe time constraints. Exceptional interpersonal skills necessary to interact effectively, diplomatically, and cooperatively with high volume of administrators, faculty, staff members, students, and international partners, including VIPs, as well as potential donors. Ability to work highly independently, organize work (both electronically and paper files) with extreme attention to detail and accuracy; demonstrated skill in assessing timelines and coordinating numerous assignments and projects simultaneously under heavy and fluctuating workloads and conflicting deadlines. Demonstrated ability to multi-task and expertly manage a high work load with competing priorities and deadlines in an environment with several key stakeholders. Some knowledge and/or experience of and/or interest in global health and international medicine issues, such as (but not limited to) maternal and child health, pediatrics, infectious diseases, HIV/AIDS and tropical medicine.

**How to apply:**
Follow this link: [http://www.uclahealthcareers.org/all-jobs/Analyst-Public-Admin-Asst-parttime/H78788](http://www.uclahealthcareers.org/all-jobs/Analyst-Public-Admin-Asst-parttime/H78788)
Or, go to the UCLA Health System Career website [http://www.uclahealthcareers.org/#/welcome](http://www.uclahealthcareers.org/#/welcome) and apply for job #H78788.