

Organization:	Springboard HealthLab
Position:	Program Support, Building Healthy Online Communities
Reports to:	Associate Director, BHOC
Pay:	\$70k
FTE:	Full-time, 40 hours per week
Deadline:	Open until filled. Position can start immediately.

Position Overview

Springboard HealthLab is a new organization, founded in 2021, with a clear goal: to support big ideas that can improve health equity. Springboard is focused on supporting projects to turn promising ideas into new ventures -- and then helping them find a permanent home.

Building Healthy Online Communities (BHOC) is a consortium of public health organizations working in partnership with dating apps to improve sexual health outcomes for app users. We're a small but mighty team that works on home testing and supporting anti-stigma and sexual health features on dating apps. The Program Support role at BHOC supports the work of BHOC's programs, administration, and strategy.

Job Description

This is a full-time position. Responsibilities include, but are not limited to:

BHOC operations and programmatic support

- Assist in supporting content creation and vetting resources for the BHOCpartners.org website and social media.
- Support BHOC's social media content by developing and scheduling social media posts.
- Support efforts to improve access to sexual and drug user health information and resources through expanding information on BHOC's websites and working with partners to share it widely.
- Conduct a literature review of research about dating apps and sexual/mental health to ensure BHOC's website content is updated and expansive.
- Review and compile press/media articles about dating apps and data security and privacy.

- Assist with creating presentations for conferences and meetings.
- Support new BHOC initiatives as they move into development.
- Assist with scheduling, meeting note-taking, invoicing, and presentation preparation.

TakeMeHome programmatic support

- Provide customer service support
- Identify and engage with potential promotional partners in TakeMeHome jurisdictions, including libraries, community-based organizations, and small businesses.
- Generate ideas for increasing follow up survey response rate.
- Provide support and assist with written content for social media, printed materials, and website FAQs.
- Support data collection process for pilots, including ensuring all variables are added to appropriate forms and reviewing data completeness and quality.
- Engage in quality assurance testing of the TakeMeHome web platform.

Together TakeMeHome administrative support

- Support process of scheduling of participant interviews by communicating with partners on recruitment communications and ensuring all information needed for the interviews is in place

Springboard administrative support

- Gather monthly receipts for all Springboard projects.
- Schedule Springboard virtual and in-person events
- Post key information on the Springboard LinkedIn account and update the website as needed.

Other tasks as necessary.

Skills and Experience

Required Skills and Experience

- In recognition that talent is not always dependent on academic degrees or years of experience, we have no minimum qualifications in these areas.
- Strong project management skills, with an ability to multitask and be flexible in the face of competing priorities.
- Excellent communication skills, both written and oral.
- Well-versed in health equity principles.
- Commitment to engage in anti-racism work.
- Ability to move work forward independently, with general guidance.
- Proficient with MS Office applications (Word, Excel, PowerPoint) and web-or app-based communication platforms (e.g., Zoom, Slack), and comfortable learning new technology.
- Experience with administrative tasks, such as scheduling, note-taking, and organizing documents.

Knowledge of and comfort with the following is preferred:

- LGBTQ+ health
- Sexual health
- Dating apps
- WordPress
- G-suite

Additional Information

- Springboard HealthLab (springboardhealthlab.org) is a virtual workplace, with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.
- The successful candidate may be located anywhere, as long as they are eligible to work in the US and can be available during at least part of regular work hours in Pacific Time.
- This position can start at the hired candidate's earliest availability.
- Funding for this position is currently available through December 2024 and may be extended, depending on funding availability.
- Springboard HealthLab staff are eligible for paid sick time, PTO, and paid holidays.

Application Instructions

Springboard HealthLab is an equal opportunity employer and strongly encourages applications from all qualified individuals. People with lived expertise in communities affected by health inequities are strongly encouraged to apply. We value the unique experiences, strengths, and perspectives that the applicant will bring to this position. Therefore, we will take into account not just academic training but also real work and life experience, engaging in a holistic review of each applicant's personal and professional experience, skills, and values.

Please submit the following to Jen Hecht, Executive Director, at apply@springboardhealthlab.org:

- Resume/CV
- Two references with contact information (current or former supervisors or co-workers, professors or teachers, or other professional references welcome)