**People Operations Project Assistant at Project ECHO**

**SUMMARY:**
Working with the People Operations Team at Project ECHO, this position serves to advance learning and development projects, support digital librarians on New Mexico programs and assist with curating resources for the Gender Equity initiative. Given the accelerating growth of Project ECHO around the world and the ECHO model, this is an exciting opportunity to get involved in helping to advance strategic People Operations initiatives that contribute to staff development, employee engagement and retention at a values-based organization. The successful candidate will work both independently and in collaboration with ECHO staff from across the organization. This position is currently for Summer 2023 (starting in May) for 40 hours per week with possible appointment extension for the remainder of the 2023-24 academic year.

**DUTIES AND RESPONSIBILITIES:**
1. Receive cross-training from current Project Assistant on current duties & responsibilities for the following:
   a. Maintain Project ECHO’s DEI Resource Library by ensuring that the resources are current, relevant and up-to-date
   b. Provide content support for Project ECHO’s Gender Equity Initiative
   c. Conduct background research and literature reviews with the goal of identifying best practices and evidence-based interventions to advance Gender Equity
2. Provide support with creating training materials and presentations for the Learning & Development team
3. Learn new tools such as Articulate, Smartsheet, ChatGPT
4. Assist the Library Services team in their support for ECHO programs that utilize the digital librarian role by:
   a. Locating and vetting best practice and evidence-based medical references
   b. Formatting these references based on a provided protocol
   c. Curating specialized ECHO program bibliographies
5. Assist with data collection, data management and data visualization tasks and activities that support the People Operations metrics dashboard
6. Other job-related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**
- UNM graduate student with experience in social sciences, such as education, public health, public policy, women and gender studies, or other related field
- Strong knowledge base and passion for gender equity, racial equity, and intersectionality is desired. Preference for a student with equity and justice related coursework and/or lived experience
- Knowledge of MS Office applications, particularly Word, Excel, and PowerPoint.
- Ability to synthesize research outcomes into accessible terminology for intended audience
• Excellent general writing and communication skills
• Project management skills

To apply, please email current resume and cover letter to both Jeanette Acosta-Fresquez (jaCosta-Fresquez@salud.unm.edu) and Ericka Silesky (ESilesky@salud.unm.edu) by May 12th for best consideration.