



# Health In Color, Inc.

Creating Digital Learning and Communications Tools across the lifespan for populations of color.

## ABOUT HEALTH IN COLOR

Health in Color, Inc. (HNCOLOR) is a convergent and radical research and development lab dedicated to investigating, creating and evaluating digital engagement, learning and communications tools that support cumulative and sustained health and wealth in populations of color. We are at the intersection of TECHNOLOGY and LIFE SATISFACTION for populations of color. Behold, we are doing a new thing and we are doing well in business, while doing good.

### **What will Order our Steps?**

1-WE WILL USE NEW DIGITAL MEDIA TO SUPPORT CHILDREN, YOUTH AND EMERGING ADULTS FROM FAMILIES AND COMMUNITIES OF COLOR IN A POSITIVE TRANSITION TO AND THROUGH ADULTHOOD (LYFE VIRTUALLY©).

2-WE WILL USE MOBILE TECHNOLOGY TO IMPROVE PATIENT-CENTERED CARE THROUGH CULTURALLY-CENTERED PATIENT EDUCATION IN POPULATIONS OF COLOR (BEHEALED VIRTUALLY©).

## OUR ENVIRONMENT

Health In Color, Inc. operates in a fully automated microcomputer-based environment that features Apple computers and MAC operating systems. All of Health In Color's personnel are computer literate and have hands-on experience in word processing, database management, spreadsheet, communications, graphics, statistical analysis and/or accounting software applications. Health In Color's telecommunications capability permits direct access to an unlimited number of electronic bulletin boards, archival databases, search engines and game development systems. The company also has access to academic-based search engines and databases through multiple academic partnerships.

In these new and sacred times, we dream and pursue a culturally-intelligent **Colored Meta-Mecca (copyright by Health in Color, Inc)** to house virtual learning, engagement and healing spaces for populations of color. We see a virtual world with over one million children, youth and emerging adults (LYFE Virtually) and a virtual world with over one million patients of color (BEHEALED Virtually). We seek a righteous, creative and passionate team of innovators that radically converge to reach these visions. Over the next decade we will be a major entity in the emerging metaverse with a focus on Populations of Color.

**Title** Administrative or Research Assistant

**Goal(s)** To provide support to the Health in Color Leaders with administrative logistics and project logistics.  
Reports to designated corporate manager/leader.



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## POSITION RESPONSIBILITIES

### Administrative

Manage office resources (files, inventory and office organization).  
Manage incoming phone calls and queries.  
Support the corporate leaders with various administrative tasks as assigned.

### Project

Project logistical and data support  
Prepare materials for meetings.  
Outreach and follow-up calls.  
Offer support with logistics for meetings. Attend meetings as required.  
Prepare meeting follow-up documents.

## REQUIREMENTS

Must have at least two years experience in an office environment working on administrative tasks and consumer relations; Must be able to competently use Microsoft Word, Excel, PowerPoint and Filemaker Pro; Must have excellent verbal communications skills and ability to engage with the public, project partners, consultants and project stakeholders.; Must have excellent written communications skills; and Must have excellent organizational skills and be a self starter; Must be able to work independently on multiple tasks and Must be able to work and interact with diverse team.

### **EDUCATION**

Associate Degree in Business, Administration or Information Technology

### **COMPENSATION**

25.00 - 30.00 per hour based on experience. This position has a career track to a management position with completion of advanced degrees.

### **BENEFITS**

Full corporate benefits - health, sick leave, vacation leave at fulltime (35+ hours per week).

### **Contact**

Please send a tailored cover letter; salary history and appropriate vitae or resume to [joinourjourney@healthincolor.net](mailto:joinourjourney@healthincolor.net)