



Illinois Public Health Institute
Position: Program Associate
Center for Health Information and Technology (CHIT)

The Illinois Public Health Institute is seeking an experienced and well-organized team member to develop and implement program strategies, direct program operations, coordinate partner activities and support other meetings and events for Data Across Sectors for Health (DASH) and other programs of IPHI's Center for Health Information and Technology. The Program Associate will work with staff and partners to provide planning and administration support for projects led by multi-sector collaborations sharing data to address the social determinants of health. The position is full-time exempt and reports to the Center Director. IPHI's standard work week is 37.5 hours. IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

The Illinois Public Health Institute, the Center for Health and Information Technology and its programs

IPHI mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems to maximize health, health equity and quality of life for the people of Illinois. IPHI leads initiatives through the Center for Community Capacity Development, the Center for Health Information Technology (CHIT), and the Center for Policy and Partnership Initiatives. IPHI's CHIT works to ensure that public health data and information are used to strengthen policy, planning and program development by working for improved public and private data collection, integration and dissemination. More information is available on IPHI's website at www.iphionline.org.

IPHI works in partnership with the Michigan Public Health Institute to lead [Data Across Sectors for Health \(DASH\)](#), a national program supporting local health data initiatives across the country funded by the Robert Wood Johnson Foundation. The National Program Office identifies barriers, opportunities, promising practices and indicators of progress for multi-sector collaborations to connect information systems and share data for community health improvement. DASH is the coordinating partner for [All In: Data for Community Health](#), a dynamic and continually evolving partnership of national and regional programs that have joined forces to form a learning collaborative and coordinate technical assistance and peer-to-peer learning activities for those tackling common challenges.

Duties and Responsibilities

Project Management

- Provide administrative support to CHIT and DASH for program planning, implementation, and evaluation.
- Provide support and monitoring of workplan activities and timelines to execute CHIT and DASH strategies and deliverables.
- Support development of DASH funding programs including preparing 'calls for proposals' and applications, managing proposal review and selection processes, and communicating with applicants/awardees.
- Work closely with DASH Directors and IPHI Finance team to: 1) develop and monitor award contracts and no cost extensions, disburse funding, and closeout awards and 2) process reimbursements for conferences, travel/lodging and other expenses.*

- Maintain current program records and files through multiple project-specific databases and project management systems.
- Arrange and support conference calls, online meetings, and webinar series among awardee sites, the All In network, and other national partners.
- Support planning, coordination and logistics for major events including an annual All In National Meeting, awardee site visits, peer-to-peer convenings/workshops, etc.*

Relationship Management and Communication

- Support All In national partners through learning collaborative team calls and coordination of jointly-led activities, including affinity groups and network member meetings.
- Share resources, post discussion topics, and foster engagement by connecting communities to one another in the All In online community.
- Contribute to publications such as blog posts, case studies, and success stories. Collaborate with Communications staff to develop content for the newsletter, website and other media.
- Serve as a liaison to DASH awardees, preparing agendas and materials for check-in/coaching calls and other related activities.
- Support staff and partners to attend site visits, including arranging travel, processing reimbursement, and other logistics.*
- Participate in national meetings and conferences to learn, network and promote DASH/All In.*

Continuous Improvement and Evaluation

- Assist in updating process evaluation tracking tools and collecting program evaluation data; support distribution of online surveys to DASH awardees and other All In communities.
- Compile information related to the project domains, tag and enter information into a knowledgebase of data and information systems that tracks projects, resources, and publications relevant to the work of DASH and All In.
- Identify and recommend opportunities to improve execution of tasks, including but not limited to improving administrative and operational systems related to the program.
- Monitor partner activity and achievement of milestones and outcomes.
- Work with the program staff to identify and solve problems, address barriers, and conduct quality assurance and quality improvement activities.

Qualifications

- The ideal candidate will have a master's degree or equivalent professional experience in public health or public administration or a related field (e.g. healthcare management, urban planning, social work, public administration, social sciences) with a minimum of one year of work experience in public health, health care or human services. IPHI values multiple pathways towards attaining professional experience and education. Candidates are encouraged to describe equivalent experiences in lieu of educational attainment
- The successful candidate will be able to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and be able to adapt to change and growth.
- Excellent organizational, communications and interpersonal skills are required; the successful candidate will be thorough and detail-oriented and will have strong and versatile writing skills.

- Experience in project or grants management, events management, health informatics, budget and financial reporting, health data and information systems, or program performance and evaluation is desirable but not required.
- Knowledge regarding social determinants of health, health equity, and multi-sector data sharing is desirable but not required.
- Candidates should have experience working with diverse populations in a variety of community and organizational settings.
- Candidates should have the ability to work independently and as part of project teams.
- Excellent computer skills, including proficiency with Microsoft Office 365 (Word, Excel, PowerPoint), Outlook, SharePoint, Google Docs is required. Experience with GoToWebinar, Monday.com, Salesforce, SurveyGizmo, Google Suite, Trello, Zoom, Microsoft Teams, and web page and social media development is desirable but not required.
- IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Job Requirements

- Must have a driver's license and ability to access a car or be qualified to rent a car.
- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- Must be able to move about the office and at offsite events to access files, supplies, and assist with event set up.
- The position requires occasional work on evenings or weekends and national travel for one or more nights from time to time.

Compensation: \$40,000 - \$50,000 annual salary, competitive benefits

Location: The position is located at the IPHI office in the West Loop. *IPHI staff are currently working remote at least through Labor Day (Sept 7th). Leadership will reassess COVID rates and telecommuting policies to prepare for a return to work in the fall or when deemed safe.

Travel: While business travel is currently suspended at IPHI, long-term, the position requires travel in Illinois and out of state.

Starting Date: September 2020.

Application Instructions: Please submit a 1) resume, 2) cover letter and 3) writing sample to jobsearch@iphionline.org with "Program Associate - DASH" in the subject line. The cover letter should compare your qualifications and experiences to the duties, responsibilities, and qualifications for the position. Applications will be considered on a rolling basis until the best candidate is identified for the role. Applications will be reviewed in the order that they are received. The position will close as soon as the best candidate is identified.

No phone calls, please.

The Illinois Public Health Institute is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position. IPHI is committed to diversity and strongly encourages women, minorities, individuals with disabilities, LGBTQ individuals, and veterans to apply.

No phone calls, please. Visit www.iphionline.org for more information about IPHI's mission and work.