



**Illinois Public Health Institute**  
**Position: Program Associate CCCD-AHE**  
**Center for Community Capacity Development (CCCD)**

**The Opportunity**

The Illinois Public Health Institute (IPHI) is seeking an experienced, passionate, and well-organized Program Associate to join our team. The Program Associate will work with staff and partners to provide planning and administration support for projects led by the Center for Community Capacity Development (CCCD) with a primary focus on supporting the [Alliance for Health Equity](#), including the Alliance's structural and social determinants of health and policy portfolio. Project work may include writing summary reports of assessment findings and planning projects; qualitative research projects; stakeholder-engaged assessments, planning and policy projects; training content development; meeting and training event coordination, grant writing; and communications initiatives.

The position is full-time exempt and reports to the Program Director for the Alliance for Health Equity. 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.

**About IPHI and the Center for Community Capacity Development**

The Illinois Public Health Institute, the CCCD and its programs mobilize stakeholders, catalyze partnerships, and lead 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 CCCD, the Center for Health Information Technology (CHIT), and the Center for Policy and Partnership Initiatives. IPHI's CCCD provides training, consultation services and resource development to public health systems partners that support activities including assessment, action planning, organizational/coalition strategic planning, performance management, quality improvement, and implementation and evaluation of evidence-based strategies, policies and systems change. More information is available on IPHI's website at [www.iphionline.org](http://www.iphionline.org).

**About the Alliance for Health Equity**

In 2015, IPHI partnered with non-profit hospitals and the Chicago and Cook County Departments of Public Health to launch this collaboration of 30+ hospitals collaborating with community partners and health departments to improve health equity, wellness, and quality of life across Cook County from the neighborhoods of Chicago to the municipalities of the suburbs. Since then, the Alliance has produced two collaborative CHNAs and fostered initiatives across social and structural determinants of health and mental health and substance use disorders priorities generated from the CHNA.

The Alliance for Health Equity operates the following committees and workgroups: policy; data; trauma informed hospitals; social and structural determinants of health (food access and food security; housing; community safety; racial equity) and mental health and substance use disorders (mental health first aid; opioid treatment and response; and faith communities). The program manager will have primary responsibility for supporting the strategies and implementation activities of the food and housing workstreams, as well as the policy committee.

## **Duties and Responsibilities**

### Project Management

- Coordinate and support the work of program activities such as in-person and online meetings and engagement events to accomplish project goals. This includes scheduling meetings, organizing and managing logistics, communicating with participants, coordinating presenters and facilitators, and producing pre-meeting agenda and related materials, and documenting meeting content, results, and action steps.
- Support and monitor workplan activities and timelines for assigned projects, including support with meeting follow-up actions to implement program goals, strategies, and tasks.
- Maintain records and information on project-related stakeholders, participants, and other constituents through IPHI's constituent relationship management (CRM) system and other project-specific records.
- Manage program activities in line with program budgets and provide administrative and clerical support, phone calls, copying etc.

### Relationship Management and Communication

- Manage relationships, communication and documentation with assigned committees and external partners, including the Alliance for Health Equity committee
- Coordinate and support the work of Alliance for Health Equity committees and other partnerships including scheduling meetings, communicating with participants and producing pre- and post-meeting materials.
- Manage logistical communications to achieve program deliverables.
- Assist with facilitation of group discussion with community members, partners and other stakeholders.
- Participate in community/ stakeholder meetings and take notes.
- Present information in a variety of venues and audiences.
- Prepare visual and narrative summaries of qualitative and quantitative data for partners and other internal/external stakeholders.

### Strategy, Planning, and Program Development

- Contribute to the development, design and execution of program deliverables such as meeting schedules, minutes and data and topical reports.
- Research best practices, policies, and innovation in scholarly literature, practice organizations and national/state policy organizations
- Identify and respond to partners and customer needs, providing insights, information and solutions.

### Resource Development

- Provide support to IPHI resource development activities including drafting/participating in drafting grant proposals.

### Continuous Improvement and Evaluation

- Assist in updating process evaluation tracking tools and collecting program evaluation data; support distribution of online surveys
- Identify and recommend opportunities to improve execution of tasks, including but not limited to improving administrative, operational and research systems and/or improved budget management

- Lead/support implementation of improvement projects, as appropriate
- 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 bring the following characteristics and credentials)

- 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.*
- Ability 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.
- Critical thinking, identifying and solving problems, and the ability to assess and incorporate feedback are necessary cognitive skills for this position.
- Preferred candidates will have knowledge about working across sectors and in partnership with communities to address social determinants of health and advance health equity.
- 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.
- Knowledge about developing strategic communications across multiple platforms is desirable but not required.
- Excellent computer skills, including proficiency with Microsoft Office 365 (Word, Excel, PowerPoint), Outlook, SharePoint, Google Docs and managing organizational contacts is required. Experience with GoToWebinar, Monday.com, Salesforce, SurveyGizmo, Google Suite, Trello, Zoom, Microsoft Teams, and webpage and social media development, GIS, and/or Asana is desirable but not required.
- Existing relationships and experience working and living in communities impacted by health inequities in Chicago and/or Cook County is highly valued for this position.

**Job Requirements**

*\*IPHI staff are currently working remote at least through Labor Day (Sept 7<sup>th</sup>). Leadership will reassess COVID rates and telecommuting policies to prepare for a return to work in the fall or when deemed safe.*

- 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.
- The position requires frequent communication with internal and external customers about program activities. Attention to detail in these communications is a key aspect of the job.

**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](mailto:jobsearch@iphionline.org) with "Program Associate - AHE" 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.*

Visit [www.iphionline.org](http://www.iphionline.org) for more information about IPHI's mission and work.