



Illinois Public Health Institute Position: Administrative Assistant – DASH

The Illinois Public Health Institute (IPHI) seeks to hire a team member to provide administration and operations support for national work to support community level data sharing that enables community health improvement and advances policy, systems change, and equity. The Assistant will support scheduling for team meetings, maintain project contacts in client relations database (Salesforce), and keep document storage systems organized for the Data Across Sectors for Health (DASH) National Program Office and related activities. The position is full-time at 37.5 hours per week. The Assistant will report to the Program Director for the Center for Health Information Sharing and Innovation, described below.

Application Instructions: Please submit a resume, cover letter and writing sample by July 15, 2021, to be considered for this position via the [IPHI Employment Portal](#). *Applications will be considered on a rolling basis and the position filled when the ideal candidate is identified so applying early is advantageous.* The cover letter should compare your qualifications and experiences to the duties and responsibilities and qualifications for the position.

No phone calls, please.

About the Illinois Public Health Institute

The Illinois Public Health Institute (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 advances health-equity focused systems change initiatives through the Center for Community Capacity Development, the Center for Health Information Sharing and Innovation, and the Center for Policy and Partnership Initiatives. IPHI leads the national Data Across Sectors For Health (DASH) strategy advancing communities' capacity to share data across sectors through catalytic community collaborations. Across Illinois and the nation, IPHI provides convening, facilitation, training and technical assistance to foster multi-sector community collaborative health transformation initiatives. In Chicago and suburban Cook County, IPHI serves as the backbone of the multi-hospital, multi-stakeholder Alliance for Health Equity to collectively implement initiatives aimed at upstream, social determinants of health including housing and food systems. IPHI is a leading policy and advocacy voice in Illinois, promoting state and local policy efforts aimed at nutrition, physical activity, opioid use disorder and public health capacity building and convenes the Illinois Alliance to Prevent Obesity policy coalition. With an annual budget of more than \$8 million and more than 35 talented staff leaders, IPHI works with numerous partners, contractors, consultants, and foundations to achieve our vision that all people and communities, especially those that experience health, social and racial inequities, are able to achieve their optimal health, supported by an effective multi-sectoral public health system.

Visit www.iphionline.org for more information about IPHI.

Center for Health Information Sharing and Innovation, Data Across Sectors for Health (DASH) and *All In: Data for Community Health*

IPHI's works to ensure that public health, clinical, and other data and information describing the social determinants are used to advance health equity and drive policy, systems and program interventions through improved data collection, integration, use and dissemination. IPHI works in partnership with the Michigan Public Health Institute to lead [DASH](#), a national program office funded by the Robert Wood Johnson Foundation. DASH is the coordinating partner for [All In: Data for Community Health](#), a dynamic partnership of national and regional programs that have joined forces to form a learning collaborative and coordinate a variety of peer-to-peer learning activities for those tackling common challenges across communities.

Specific Duties:

The Assistant will provide support for meetings and events, update and track key contact information in client relations database (Salesforce), and help keep program documents organized and stored properly for record-keeping.

Project Administration and Management

- Maintain program records and files, including stakeholder contacts and participation rosters in Salesforce; includes data cleaning and standardization, data input and updates, and generating reports.
- Facilitate grant administration activities when needed; includes gathering and storing files from grantees for financial audit and other reporting purposes.
- Prepare requests for payment, includes verifying receipt of grant awardee documentation, verifying contact and payment details.
- Facilitate registrations to conferences and prepare travel logistics for staff and participants (e.g., make hotel and travel reservations).
- Coordinate travel reimbursement processes for staff and program participants, including All In National Meeting. Work with program staff and the accounting team to verify required approvals, correct data on the reimbursement forms, and supporting materials (e.g., receipts).
- Provide support to execute virtual and in-person meetings and events such as: scheduling preparation calls for using web-based meeting technologies and tracking information for in-person event logistics such as site and catering selection.
- Provide administrative and clerical support, answer phone calls, copying, etc. Contribute to team efforts that ensure smooth operations, including managing supplies, files, and equipment.
- Coordinate activities in line with program budgets.

Communications and Resource Development

- Communicate logistics information to program participants and stakeholders.
- Monitor multiple 'general' email accounts, triage, and send content to staff for follow-up.
- Support scheduling of calls with DASH staff across MPH and IPHI, as well as meetings with RWJF. Work with other staff to reserve time on the appropriate video-enabled meeting technology platform.
- Coordinate and support the work of advisory committees; prepare pre-and post-meeting materials.
- Assist with preparing program and funder reports and compiling relevant background documents.
- Collate information from other sources for dissemination through the newsletters, the All In online community and the website when relevant.

Other Duties:

- Set priorities for assigned deliverables.
- Contribute to the development, design, and execution of administrative activities.
- Identify and respond to staff and partners' needs'; provide insights, information, and solutions.
- Identify and recommend opportunities to improve the execution of tasks, including but not limited to improving operational and information tracking / data storage systems.
- Lead/support implementation of improvement projects, as appropriate.
- Other duties as assigned.

Preferred Qualifications:

- Bachelors' degree preferred, with a minimum of one year of relevant work experience. IPHI values multiple pathways towards attaining professional experience and education. Candidates are encouraged to describe equivalent experiences in lieu of educational attainment in their cover letter.
- Experience with client relations database, such as Salesforce, required.
- Excellent communication and interpersonal skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Highly organized, detail-oriented, and adept at managing multiple tasks simultaneously in a fast-paced environment.
- Personal qualities of integrity, credibility, and customer service are important. IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.
- Demonstrated experience with project management and online collaboration tools such as Microsoft Suite, Zoom and Google Products, Monday.com, Trello.com, RingCentral Meetings, Microsoft Teams and GoToMeeting/GoToWebinar.

Job Requirements:

- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- The position requires frequent communication with internal and external stakeholders about organizational activities. Must be able to exchange accurate information in these situations.

Compensation: \$35,000 – \$45,000 depending on experience and qualifications. IPHI offers competitive benefits including health, dental and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location: The position is located in Chicago. IPHI plans to return to a hybrid office work model after Labor Day, where staff teams will work together in the office two days per week, and individuals may work in the office or remotely the other three days per week. Ongoing COVID safety protocols will be in place after the September return to the office.

Starting Date: Immediate.

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, equity and

inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.