



**Illinois Public Health Institute**  
**Position: Program Associate – Alliance for Health Equity**  
**Center for Community Capacity Development**

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized Program Associate to join our Alliance for Health Equity 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 work on social and structural determinants of health, mental health, and community health needs assessment. Project work may include coordinating workgroups; writing summary reports of assessment findings and planning projects; qualitative data analysis; stakeholder-engaged assessments, planning and policy projects; training content development; meeting and event coordination; database management; 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.

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

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](http://www.iphionline.org) for more information about IPHI.

The Center for Community Capacity Development provides training, consultation, and strategic planning services to public health systems partners that support activities including assessment, action planning, strategic planning, performance management, quality improvement, and implementation and evaluation of evidence-based strategies, policies and systems change.

### **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 committees and workgroups related to community health needs assessment (CHNA), policy, data, social and structural determinants of health, food access, housing, mental health and substance use disorders, trauma informed hospitals, and opioid treatment and response.

### **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 contacts through IPHI's Salesforce 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 committees.
- Coordinate and support the work of Alliance for Health Equity committees 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

- Support program managers' work on the countywide Community Health Needs Assessment (CHNA), including quantitative and qualitative data analysis, report writing, and data visualization.

- 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 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 have:

- A minimum of one year experience in community development, public health, social work, public administration, or health and human services, and a master's degree or equivalent experience. *IPHI values multiple pathways towards attaining professional experience and education. Candidates are encouraged to describe equivalent experiences in lieu of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise and thought leadership, as well as relevant experiential learning.*
- Ability to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and be able to adapt to change and growth.
- Strong interpersonal, writing and communication skills.
- Critical thinking, identifying and solving problems, and the ability to assess and incorporate feedback.
- Strong data analysis skills, including qualitative and quantitative data.
- Knowledge about working across sectors and in partnership with communities to address social and structural determinants of health and advance health equity.
- Knowledge about developing strategic communications across multiple platforms.
- Experience working with diverse populations in a variety of community and organizational settings.
- Excellent computer skills, including proficiency with Microsoft Office 365 (Word, Excel, PowerPoint), online meeting platforms such as Zoom and Microsoft Teams, Outlook, SharePoint, Google Docs and managing organizational contacts with CRM software is required. Experience with Salesforce, Alchemer survey, social media platforms, and/or GIS 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.

IPHI is a collegial workplace whose mission is to partner to improve health more effectively. Staff must be

able to work well in a team and collaboratively with external partners.

### **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.
- 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. IPHI offers competitive benefits that include 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.

**Travel:** The position requires travel in Chicago and suburban Cook County. While business travel is currently suspended at IPHI, there may be occasional travel within Illinois and out of state for trainings and meetings.

**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 and strongly encourages women, minorities, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.*

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