



Illinois Public Health Institute Position Description Program Associate

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized Program Associate. Project work may include coordinating workgroups; writing and editing reports; quantitative and qualitative data analysis; stakeholder-engaged assessments or strategic planning; policy analysis; training content development; meeting and event coordination; database management; grant writing; and communications initiatives. The Program Associate position is full-time exempt and reports to a Program Director or Center Director. 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. 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

The Program Associate position will be assigned to one of IPHI's three centers: the Center for Community Capacity Development (CCCD), the Center for Health Information Sharing and Innovation (CHISI), or the Center for Policy and Partnership Initiatives (CPPI). Work within CCCD and CPPI has a local and statewide focus, whereas work within CHISI has a primarily nationwide focus.

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 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 and the Chicago CARES diabetes prevention initiative. 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.

Duties and Responsibilities

Project Management and Program Development

- Provide support for assessment, program planning, implementation, and/or evaluation.
- Provide support and monitoring of workplan activities and timelines, strategies and deliverables.
- Develop working knowledge of relevant project grants, budgets, workplans, deliverables, reporting requirements and associated timelines. Support program manager and/or program director with grants and contracts management.
- Maintain records and information on project-related stakeholders, participants, and other contacts through IPHI's Salesforce system and other project management systems.
- Arrange and support conference calls, online meetings, and webinar series.
- Support planning, coordination and logistics for events.
- Support workgroups and/or learning collaboratives. This includes scheduling meetings, organizing and managing logistics, communicating with participants, coordinating presenters and facilitators, producing pre-meeting agenda and related materials, and documenting meeting content, results, and action steps.
- Help program managers to monitor workplan activities and timelines to implement program goals and deliverables.
- Research best practices, policies, and innovation in scholarly literature, practice organizations and national/state policy organizations

Relationship Management and Communication

- Manage relationships, communication and documentation with assigned workgroups and/or learning collaboratives.
- Assist with facilitation of group discussion with community members, partner organizations, grantees and other stakeholders.
- Manage meeting notes, logistics, and communications across multiple project components.
- Identify and respond to partners and customer needs, providing insights, information and solutions.
- Contribute to publications such as blog posts, case studies, and success stories. Collaborate with communications staff to develop content for newsletters, website, online communities, and/or social media.
- Prepare visual and narrative summaries of qualitative and quantitative data for external partners and internal stakeholders.
- Participate in meetings and conferences to learn, network and promote IPHI programs.

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 and analysis of online surveys.
- Identify and recommend opportunities to improve execution of tasks, including but not limited to improving administrative and operational 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.
- Monitor partner activity and achievement of milestones and outcomes.

Qualifications

The ideal candidate will have:

- A minimum of one year experience in public health, social work, public administration, community development, or a related field, 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.
- 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 webpage development is desirable but not required.
- Existing relationships and experience working and living in communities impacted by health inequities 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 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 must be able to 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: Travel is primarily local. Occasional trips to other locations in Illinois or multiday trips out of state will be required.

Starting Date: Immediate.

IPHI is committed to diversity, equity, and inclusion, and is actively seeking and encouraging applications from women, people of color, individuals with disabilities, and/or people who are LGBTQ+.

Visit www.iphionline.org for more information about IPHI

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.