



Illinois Public Health Institute
Position Description: CPPI Administrative Assistant

On IPHI's website:
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The Illinois Public Health Institute (IPHI) seeks to hire a team member to provide administration and operations support for implementation of several large grant programs related to chronic disease prevention and policy. The Assistant will support scheduling for team and partner meetings, maintain project contacts in client relations database (Salesforce), implement processes and tracking for grant-related administrative items, and related activities. The position is full-time at 37.5 hours per week. The Assistant will report to the Director of the Center for Policy & Partnership Initiatives.

Application Instructions:

To apply: please visit our website, [linked here](#), to apply. Complete applications must include a resume, cover letter, and completion of an online questionnaire. Unfortunately, incomplete applications cannot be reviewed. The cover letter should compare your qualifications, experiences and interests to the duties, responsibilities and qualifications for the position. Applications will be considered on a rolling basis until the position is filled. No phone calls please.

About the Illinois Public Health Institute

IPHI mobilizes stakeholders, catalyzes partnerships, and leads action to improve public health systems to maximize health, health equity and quality of life for people and communities. IPHI leads initiatives through the Center for Community Capacity Development (CCCD), the Center for Health Information Sharing and Innovation (CHISI), and the Center for Policy and Partnership Initiatives (CPPI).

Center for Policy & Partnership Initiatives

IPHI's CPPI works primarily through multi-sector partnerships to advance policies, systems and environments that promote health, prevent chronic disease, and improve quality of life. Within CPPI, IPHI leads the Illinois Alliance to Prevent Obesity (IAPO), a multi-sector coalition working to advance equitable and just opportunities for Illinoisans to eat healthy and be physically active to optimize their health and well-being. The sustained partnerships and action of IAPO are the backbone to the Illinois State Physical Activity and Nutrition Program (ISPAN), a cooperative agreement with the Centers for Disease Control and Prevention (CDC) and helped to launch the policy and program work aimed at expanding access to the National Diabetes Prevention Program's lifestyle change program across the state. CPPI partners with the Chicago Department of Public Health to implement the Chicago CARES to Prevent Diabetes cooperative agreement with the CDC. CPPI also works closely with the Illinois Department of Public Health on both diabetes prevention efforts and work to enhance and expand chest/breastfeeding support across the state.

Specific Duties:

The Assistant will provide support for team and partner meetings, update and track key contact information in client relations database (Salesforce) and implement processes and tracking related to various CPPI grant-related administration.

Project Administration and Management

- Maintain program records and files, including stakeholder contacts and participation rosters in Salesforce; includes data input and updates, and generating reports.
- Facilitate grant administration activities in partnership with the Center Director. Includes tracking of grant-related invoices and supply purchases, entering workplan and report information into online systems; creating templates for partner reports and invoicing; tracking contract development, signing and extensions, and related activities.
- Provide support to execute virtual and in-person meetings and events such as: scheduling calls, setting up web-based meeting technologies, taking notes, and tracking information for meeting/event logistics such as site and catering selection.
- Provide support for program evaluation activities such as inputting of survey questions into online survey tools, running reports, and data entry.
- Provide administrative and clerical support, answer phone calls, order program-specific supplies, 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, including sending reminders about meetings and agendas.
- Work with CPPI team members to coordinate between content and administrative needs.
- Monitor email accounts, triage, and send content to staff for follow-up.
- Support scheduling of calls, trainings and workshops with CPPI partners.
- Assist with preparing program and funder reports and compiling relevant background documents.
- Collate information from other sources for dissemination through the newsletters, the IPHI Board report, website, and more.

Other Duties:

- 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.

Preferred Qualifications:

- Bachelors' degree desired, 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, highly desired.
- 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. 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, RingCentral Meetings, Microsoft Teams and GoToMeeting/GoToWebinar.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.

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.
- The position requires frequent communication with internal and external stakeholders about organizational activities. Must be able to exchange accurate information in these situations.

Compensation: This is an hourly/nonexempt position with an annual compensation of \$37,000 – \$45,000 depending on experience and qualifications. IPHI offers competitive benefits including health, dental and disability insurance, sick and vacation time, a paid parental leave benefit, and a retirement plan with employer matching contributions.

Location: The position is located at the IPHI office in the West Loop. *IPHI staff are currently working remotely due to COVID-19. *IPHI Leadership continues to assess COVID-19 rates and telecommuting policies to prepare for a return to a hybrid home/office arrangement when deemed safe.*

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.

A Note to Potential Candidates:

Studies have shown that women, BIPOC and other people from marginalized groups are less likely to apply for jobs unless they meet all the qualifications described in the job description. If you believe that you could excel in this role, we encourage you to apply. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. Please use your cover letter to tell us about your interest in this position, and what you hope to bring to this role.

Visit www.iphionline.org for more information about IPHI