



Illinois Public Health Institute Position Description: Program Assistant

On IPHI's website

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Job Title: Program Assistant

Department: Center for Community Capacity Development

Reports To: Director, Center for Community Capacity Development

FLSA Status: Non-Exempt

Summary: The Illinois Public Health Institute (IPHI) seeks to hire a team member to provide administration and operations support for implementation of several programs related to collaborative assessment/planning activities and training/capacity building activities. The Program Assistant will support scheduling for team and partner meetings and trainings, assist with preparing meeting/training materials and communication, maintain project contacts in client relations database (Salesforce), and assist with implementing processes and tracking contracts and invoices related to projects. The position is full-time at 37.5 hours per week.

Application Instructions:

To apply: please visit our [website](#) 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).

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.

The **Alliance for Health Equity** is a collaboration across hospitals, government, and community partners working to improve health equity, wellness, and quality of life across Cook County from the neighborhoods of Chicago to the municipalities of the suburbs. 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. Since then, the Alliance has produced two collaborative community health needs assessments (CHNAs) and fostered partnerships and policy and systems change initiatives related to social and structural determinants of health and mental health and substance use disorders.

Specific Duties and Responsibilities:

Project Administration and Management

- Develop awareness of assigned public health programs and incorporate public health knowledge and details into program activities
- Monitor project workplans and timelines, prompt follow-up action from team members
- Support relationships, communication, and documentation with tasks and assigned committees
- Coordinate meetings, committees, workgroups, and events: schedule, organize and manage logistics, communicate with participants, gather meeting materials, create agendas, document meeting discussion and action items
- Maintain records and information on project stakeholders, participants, and other contacts in a database and/or CRM

Communications and Resource Development

- Craft communications, emails, event marketing materials, and project/report summaries
- Provide administrative and clerical support, make phone calls, create photocopies, archive files
- Assist with preparing program and funder reports and compiling relevant background documents.
- Work with team members to coordinate between content and administrative needs.
- Monitor email accounts, triage, and send content to staff for follow-up

Other Duties

- Identify and respond to partners and customer needs, providing insights and solutions
- Collect evaluation data and update evaluation tracking tools; Use various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate, and/or format data and/or reports
- Maintain department files and paperwork for tracking purposes
- Other duties may be assigned.

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 national travel for one or more nights from time to time.

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.

Qualifications

Computer Skills:

- Microsoft Suite: Word, PowerPoint, Excel, Outlook
- Social Media: Twitter, LinkedIn, G-Suite (Google Docs)
- Project Management Software: SharePoint, Monday.com
- Contact Management Systems: Salesforce, e-marketing tools

- Meeting Platforms: MS Teams, Zoom, Webex

Education/Experience:

- Associates degree required, Bachelor's Degree preferred; minimum 1 year of experience in community development, public health, social work, public administration, or health and human services, or equivalent.

Knowledge, Skills and Other Abilities:

- Ability to manage multiple tasks and projects simultaneously, able to adapt to change and growth.
- Strong interpersonal, writing, and communication skills.
- Critical thinking, analysis, and problem-solving skills.
- Knowledge about and commitment to work across sectors, racial equity, and health equity.
- Ability to develop communications across multiple platforms.
- Existing relationships and experience working and living in communities impacted by health inequities.

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