



**Illinois Public Health Institute**  
**Job Posting**  
**Program Associate: School Food Systems**

**To Apply**  
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The Illinois Public Health Institute (IPHI) is seeking a Program Associate, School Food Systems to implement program strategies and operations related to the Lake Michigan School Food System Innovation Hub (Innovation Hub) within IPHI’s Center for Policy and Partnership Initiatives (CPPI). The Program Associate will work with staff and partners to administer the Innovation Hub and implement key components of its training and technical assistance offerings and evaluation and reporting activities. The Program Associate may also support other food systems and/or nutrition policy work as funding allows and will report to CPPI’s Program Director for Food Systems and Nutrition Policy.

**To apply:** please visit our website, [link 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 IPHI and the Center for Policy & Partnership Initiatives**

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 has three program centers: 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 IPHI Center for Policy and Partnership Initiatives (CPPI) works to convene multi-sector partners to promote health and health equity with a policy, systems, and environmental change approach. CPPI has long convened a statewide policy and systems change coalition, the Illinois Alliance to Promote Opportunities for Health (IAPOH), focused on nutrition, physical activity and chronic disease prevention, which serves as the backbone for most of the Center’s work to improve health in schools, early care and education settings, and communities.

With support from the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS), IPHI along with partners in Illinois, northern Indiana, Michigan, and Wisconsin, are launching the Lake Michigan School Food Systems Innovation Hub (Innovation Hub) to strengthen the K-12 school food supply chain, providing sub-grants to improve access to nutritious, locally grown, and culturally relevant foods for children in the Lake Michigan region. The Program Associate will support regional implementation of the Innovation Hub, especially related to the regional training, technical assistance, and evaluation strategies. The Program Associate may also support other food systems and/or nutrition policy work, as needed and funding is available, to support initiatives such as Healthy School Meals for All appropriation requests or new food systems/nutrition initiatives.

**Primary Responsibilities:**

Project Management

- Provide administrative and program support to CPPI for the Innovation Hub and other school food system initiatives planning, implementation, and evaluation.

- Provide support and monitoring of activities and timelines to execute Innovation Hub and other school food system strategies and deliverables.
- Support the development of regional training and technical assistance (TA) offerings for Innovation Hub sub-grantees and partners, including:
  - Coordinating partners, consultants, and key-note speakers for online and in-person meetings/events.
  - Drafting meeting agendas, training and TA materials, and background information.
  - Supporting training and TA logistics (e.g., meeting registration and Zoom set-up).
  - Tracking training and TA requests via an online grants management portal.
- Work closely with the program team and partners to support evaluation of Innovation Hub, including:
  - Supporting the drafting of evaluation reports to USDA.
  - Supporting and monitoring submission of evaluation reports from partners and sub-grantees.
  - Supporting collection and dissemination of success stories and lessons learned.
  - Implementing evaluation plan developed by Innovation Hub partners.
- Maintain current program records and files through IPHI's Salesforce/grants management system.
- Arrange and support external conference calls, online meetings, and webinar series among grantee sites, and organizational and state partners.
- Support planning, coordination, and logistics for events, including awardee site visits.

#### Relationship Management and Communication

- Prepares partners for training webinars, meetings, and key deliverables by communicating expectations and processes. Serve as a key customer relations contact.
- Support communication efforts related to Innovation Hub training, TA, and evaluation results.
- Support staff and partners to attend site visits and other events, including arranging travel, processing reimbursement, and other logistics.
- Support partner and grassroots organizing related to key school food system policy campaigns, as appropriate.

#### Continuous Improvement and Evaluation

- Conducts assessments and scans for information to support the program design and execution.
- Assists in updating evaluation tracking tools and collecting program evaluation data.
- Identify and recommend opportunities for improvement to training and TA offerings, based on feedback and needs of sub-awardees and partners.
- Identify and recommend opportunities to improve the execution of tasks, including but not limited to improving administrative and operational systems related to the program.
- 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.

*Other duties as assigned.*

#### **Required Education, Experience, Skills & Abilities:**

- The Program Associate holds a bachelor's degree or equivalent professional experience in public health or sustainable food systems, or a related field (e.g., urban planning, environmental science, education, social sciences).

- Program Associates will have completed a minimum of one year in public health, food/agriculture, education, health care, human services, or related/applicable work experience.
- Program Associates must be able to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and be able to adapt to change and growth with the ability to work both independently and as part of project teams.
- Excellent organizational and communication skills are necessary, as well as interpersonal skills, and being detail-oriented with strong and versatile writing skills. Communicates the reasons for change clearly when advocating for new approaches or initiatives.
- Some experience in adult learning/training and technical assistance development desired.
- Some experience in program evaluation and grants management tracking are desired.
- Experience working with diverse populations in a variety of community and organizational settings with a commitment to equity.. IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.
- Bilingual in English/Spanish preferred but not required.
- Excellent computer skills, including proficiency with Microsoft Office 365 (Outlook, SharePoint, Word, Excel, PowerPoint, TEAMS, etc.), and some experience with Salesforce and Zoom.

IPHI is a collegial workplace whose mission is to partner to more effectively improve health. Staff must be able to work well in a team and collaboratively with external partners.

***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. Individuals with lived experience in the priority program areas or experience as a peer service provider are encouraged to apply.***

### **Job Requirements**

- The position is full-time, 37.5 FTE hours per week.
- 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, and supplies, and assist with event setup.
- This position entails occasional work on evenings or weekends and requires occasional travel for one or more nights from time to time.

**Compensation:** \$62,400 annual salary. IPHI offers competitive benefits that include health, dental and disability insurance; sick and vacation time; a paid parental leave benefit; and a retirement plan with employer matching contributions.

**Location:** This position is located in Chicago at IPHI's West Loop office but exceptional candidates from other locations in Illinois, northern Indiana, Michigan, and Wisconsin may be considered. IPHI has a hybrid work environment with staff in office a minimum of two days per week (Tuesday-Thursday) and at home/remote three days/week.

**Travel:** Occasional travel may be required, especially within the Lake Michigan Innovation Hub service region.

**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 LGBTQIA.

Visit [www.iphionline.org](http://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, veteran status, genetic information or any other personal characteristic not relevant to the posted position.*