



Illinois Public Health Institute Job Posting

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Program Manager: Diabetes Prevention & Management

The Illinois Public Health Institute (IPHI) is seeking a strategic and well-organized team member to lead the day-to-day implementation of a variety of diabetes prevention and management policy, program, and systems change initiatives. The position will support implementation of the Cook County Collaboration to Advance Reach Equity and Systems for Diabetes Prevention and Management (CARES: Cook County) initiative. The position is full-time exempt and reports to the Director of the Center for Policy & Partnership Initiatives. IPHI's standard work week is 37.5 hours.

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. No phone calls please.

About IPHI

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 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).

CPPI and CARES Initiatives

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, healthcare sites, and communities.

IPHI leads the Cook County Collaboration to Advance Reach, Equity, and Systems for Diabetes Prevention and Management (CARES: Cook County). Funded through a five-year Centers for Disease Control and Prevention (CDC) Cooperative Agreement (CDC 2320, through June of 2028), CARES: Cook County is a multi-sector effort to expand access to evidence based programs that help prevent and delay type 2 diabetes, manage type 2 diabetes, and promote healthy family lifestyles in priority communities across Cook County, Illinois.

Position Duties and Responsibilities:

The primary focus of this position is to implement the day-to-day activities associated with the CARES: Cook County initiative, specifically supporting the planning, launching, and scaling of family-centered healthy lifestyle programs and assessing and implementing strategies that support the diabetes workforce to address the social needs/social determinants of health (SDOH) of program participants.

Project Management

- Provide and coordinate oversight of day-to-day program and project execution across various interest and partner groups to achieve the CDC 2320 program goals, including:
 - implementation of the strategy to plan, launch, scale and sustain evidence-based family centered healthy lifestyle programs in priority communities in Cook County.
 - implementation of the strategy to build the capacity of the diabetes workforce to address the social determinant of health needs/social needs of program participants.
- Monitor and manage program priorities, timelines and milestones, and execution of deliverables by multi-sector groups including staff, consultants, partners and advisors
- Facilitate multi-sector partnerships and planning processes to achieve program goals.
- Execute on program budget and recommend necessary changes to support program implementation
- Coordinate with the Sr. Program Manager to identify opportunities for collaboration and strengthened impact across strategies.

Relationship Management and Communication

- Sustain and manage relationships with both contracted and in-kind CARES Cook County partners to implement grant strategies.
- Support and sustain a collaborative relationship with the CDC program staff.
- Build and manage relationships with community-based and healthcare organizations, healthcare providers/clinical teams, community health workers, population health coordinators/quality managers, and others involved in the delivery of and referral to healthy family lifestyle programs, diabetes prevention programs and diabetes self-management education and support services.
- Facilitate opportunities for strategic partner engagement to advance program goals.
- Work closely with other IPHI staff working on related strategies to ensure alignment, including aligning CARES initiatives with progress on the community information exchange (CIE), social determinant of health (SDOH) screening efforts, and more.
- Draft and edit reports, white papers, background documents, presentations, fact sheets, and/or newsletters.
- Represent IPHI at external venues to support cross-sharing of information across multi-sector partner groups.

Strategy, Planning and Program Development

- Identify opportunities for program development and recommend program goals, policies, budget and funding modifications.
- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and partners, including the CIE and SDOH screening initiatives led by other IPHI centers.
- Promote and support capacity development among partners by providing insights, information and solutions.

Continuous Improvement and Evaluation

- Identify and recommend CARES program improvement opportunities to deepen impact, create capacity, promote operational efficiencies and/or improve budget management.
- Support implementation of program evaluation and reporting requirements.
- Work with the center director to identify and solve problems, address barriers, ensure health equity, make connections between IPHI and partner initiatives.

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Understanding of and experience with one or more of the following: program development, implementation and evaluation; multi-sector partnership development; inclusive facilitation and strategic planning processes; and developing/sustaining community and health related referral systems.
- A minimum of three years of experience in public health, healthcare administration, public administration, public policy, social work, or a related field, and a master's degree or equivalent experience.
- Ability to apply a systems perspective throughout all work in the CARES initiatives.
- Strong project management experience. Must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Strong interpersonal and group facilitation skills.
- Strong critical thinking skills, and the ability to anticipate and solve problems in a timely and professional manner.
- Knowledge and understanding of or experience working in communities disproportionately impacted by type 2 diabetes.
- Strong writing and communication skills, including communications focused on equity.
- Proficiency in Microsoft Office, email, Salesforce/CRM software, and ability to use project management tools.
- Ability to assess and incorporate feedback.

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:

- 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. Must be able to exchange accurate information in these situations.

Compensation: \$70,100 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. 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, mostly in Cook County. Some statewide or national travel may also be needed.

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 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.