Illinois Public Health Institute
Position Description
Program Associate

Full-time, 37.5 hours per week. Reports to and is accountable to the Director of the Center for Health and Information Technology (NCO Program Director).

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized team member to provide day to day operational management for a new national program. IPHI leads the national coordinating office (NCO) of DASH, a new grant-making and communications initiative funded by the Robert Wood Johnson Foundation to better connect health and healthcare systems through data and information systems. Building on emerging practice in multi-sector collaboration and systems interoperability, IPHI and its partners will support and document innovations in sharing and using data to improve population health among public health, healthcare and human services. www.DASHconnect.org

Description of Organization
The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems in order to maximize health, health equity and quality of life for the people of Illinois. IPHI administers a number of partnership-driven projects through its Center for Community Capacity Development (CCCD), Center for Health and Information Technology (CHIT), and Center for Policy and Partnership Initiatives (CPPI). This position is in the CHIT, which assures that public health data and information are used to strengthen policy, planning and program development by working for improved public and private data collection, integration and dissemination.

Position Summary
The DASH program associate will help develop and execute DASH strategy, budgets, work and communications plans while coordinating operations of NCO staff and partners to ensure all activities are of high quality and are completed on time. As a member of a 3-4 person team, the program associate will contribute to the development, design, and execution of program deliverables, especially related to managing calls for proposals and grant-making processes; convening the NCO external advisory committee; planning the content and timeline for publications, blogs, presentations, webinars and technical assistance topics; executing a national kickoff event for grantees and stakeholders; and providing technical assistance to program applicants and grantees.
Duties and Responsibilities

Program development and management

- Maintain strategic work plans with DASH Director (in cooperation with the program partner and funder) that includes policy, programming, communications and budgets.
- Keeps current about the state of the field in order to serve as a conduit of information to the funder, partners, NCO team, grantees, and other stakeholders.
- Coordinate the work of staff, partners, consultants, task forces and teams, including establishment of meeting schedules, recruitment and participant communication, creation of meeting agendas, minutes and materials, and facilitation of meetings to accomplish project goals as necessary
- Represent program and promote the work of NCO and grantees at selected national forums, conferences and meetings
- Maintain regular contact with national funding partner, especially regarding developments in the field, grant making and grants management, the preparation and submission of periodic, special and annual programmatic reports, and financial reports in collaboration with financial staff
- Develop systems to monitor and report on program impact measures, achievements and setbacks
- Oversee development of program and other reports to the funder.

Grants management

- Help manage all elements of development and implementation of a call for proposal (CFP) process
- Assist applicants with the application process (grantee workshops/webinars, phone queries, publication of FAQs)
- Oversee grant review and site selection activities (initial programmatic and budgetary review, recruit and coordinate reviewers, organize national advisory committee grant review meeting, grantee notification)
- Collaborate with partners to support grantee compliance with reporting and grant management activities.

Technical Assistance and grantee support

- Develop and execute a technical assistance and collaborative learning plan for grantee support and connection to research, resources and best practice experts to ensure effective program implementation and accomplishment of project goals
- Support the development of grantee site visit agendas to support grantee development and planning and the documentation of grantee activities, stories and lessons learned to extend the field knowledge base
- Oversee execution of grantee communications support plan, including the submission of abstracts for conference presentations, featuring and highlighting
grantee initiatives, successes, and lessons learned

- Help plan and manage Annual Grantee Meetings.

Qualifications

- The ideal candidate will have a master’s degree in public health, healthcare administration, public administration, public policy or related field with a minimum of five years’ work experience in program management. Equivalent professional experience is also acceptable.
- Proven management, organizational, and fiscal skills are required. Experience with administration or reporting on grant-funded programs is expected.
- Experience in project management, health informatics, health data and information systems, community health improvement, and/or program performance and evaluation is highly desired.
- Experience working with stakeholders in multiple sectors, with diverse populations and in a variety of community and organizational settings is preferred.
- Excellent organizational, communication, and interpersonal skills are required; must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Candidates should have the ability to work independently and as part of project teams; must be able to work with supervision in the conceptualization, planning, management, and implementation of organizational and program activities.
- Excellent computer skills, including proficiency with Microsoft Office, electronic mail, and web page and social media development are required.
- The successful candidate will be able to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and able to adapt to change and growth.
- IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Compensation: Commensurate with qualifications and related experience, competitive benefits

Location: The position is located in Chicago at IPHI’s West Loop office.

Starting Date: Immediate

Application Instructions: Please submit a resume, cover letter and writing sample by Wednesday, July 22, 2015 to be considered for this position; electronic submission preferred. The cover letter should compare your qualifications and experiences to the duties and responsibilities of the position. Visit www.iphionline.org for more information about IPHI’s mission and work.

Illinois Public Health Institute
ATTN: Job Search
The Illinois Public Health Institute is an equal opportunity employer that values diversity. We commit to our coworkers, applicants and community to have job opportunities open to everyone equally. It is the policy and practice of IPHI not to discriminate against any coworker or applicant on hiring decisions or career advancement because of race, color, religion national origin, age, sex, disability, sexual orientation, status as a disabled veteran, veteran of the Vietnam Era, or any other personal characteristic which is not a relevant qualification to the specific position.