



Illinois Public Health Institute (IPHI)
Center for Health Information and Technology (CHIT)
Position Description: Communications Associate

The Illinois Public Health Institute (IPHI) is seeking a motivated, well-organized Communications Associate to implement communications strategies and support messaging, branding, marketing, promotion, and media efforts. The Associate will support multiple IPHI initiatives, with a focus on the Data Across Sectors for Health (DASH) program. DASH is a national grant-making and communications initiative to support multi-sector collaborations which share data to improve the health of their communities.

The Communications Associate will implement and contribute to strategic communication strategies that position IPHI staff and programs as public health leaders. Key activities include creating digital content, materials for meetings, events, and print/online publication; interviewing, writing, and producing collateral, including newsletters, podcasts, websites, etc.; cultivating relationships with key project stakeholders, outside consultants, and media professionals; and project management oversight to develop and complete content. This position is full-time, 37.5 FTE hours per week, Reporting to the Senior Communications Manager.

The Illinois Public Health Institute, the Center for Health and Information Technology and its programs

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IPHI works in partnership with the Michigan Public Health Institute to operate [Data Across Sectors for Health \(DASH\)](#), a national program supporting local health data initiatives across the country funded by the Robert Wood Johnson Foundation. The DASH Program Office identifies barriers, opportunities, promising practices and indicators of progress for multi-sector collaborations to connect information systems and share data for community health improvement, policy and systems change, equity, and alignment. DASH is the coordinating partner for [All In: Data for Community Health](#), a dynamic and continually evolving partnership of national and regional programs that have joined forces to form a learning collaborative and coordinate technical assistance and peer-to-peer learning activities for those tackling common challenges. The CHIT runs additional programs, including a technology and engagement process for a health and housing project in Chicago.

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.

Key Responsibilities:

- Act as an in-house journalist interviewing project staff, partners, grantees, and communities to collect stories for various products.
- Produce podcast by reaching out to guests, prepping them for interviews, collating notes, and promoting episodes.
- Prepare content/materials for external meetings and speaking engagements (i.e. research briefings, speeches, talking points, etc.)
- Create and disseminate information related to lessons learned, key findings, technical assistance tools and resources, and other related content that expands the knowledge base for project partners.
- Develop materials, tools, messages and training to support project stakeholders (e.g. grantees, work group members, etc.) to enhance their communications and outreach efforts.
- Work with program teams to organize and execute events and meetings to inform policymakers, engage new stakeholders, develop collaborative action agendas, and promote the work's long-term impact.
- Manage and/or support all public communications including newsletters, social media, white papers, case studies, collateral (print and video), presentations, and websites.
- Work closely with IPHI leadership to plan and execute communications focused on reporting, fundraising and strengthening funder relationships.
- Oversee the organization's media relations and interact with the media to raise IPHI's public and industry profile.
- Develop and maintain relationships with local and national media professionals.
- Participate in meetings and planning sessions on the direction and priorities of the organization.
- Support relationships with partners at national and state organizations, local health leaders, policy makers, and stakeholder organizations.

Other duties as assigned

Qualifications:

- A self-directed problem solver with the skills and insight to dive in and help IPHI identify communication challenges and develop creative solutions.
- The ideal candidate will have a degree in communications, public relations or journalism (master's preferred) with 1-3 years' experience in health or non-profit communications, OR a master's degree in public health or public policy, with a minimum of two years of dedicated communications experience.
- Background in issues related to public health and health care such as community health improvement, health transformation, policy and advocacy, and/or health information technology strongly 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 a part of project teams. Must be able to work with minimum supervision in the management, and execution of organizational and program activities.
- Excellent computer skills including proficiency in Microsoft Word, Excel, PowerPoint, electronic mail, webpage and social media development is required. Experience with Adobe Photoshop, Illustrator, InDesign and constituent relationship management software is preferred.
- Experience with executing strategic communication plans to support overall organizational goals and project implementation.
- Experience producing communication products (print, audio, video, etc.)
- Strong writing, editing and proofreading skills including experience translating complex ideas into stories that convey key messages and themes to a variety of audiences.

- Experience working with people from diverse backgrounds.
- Graphic design experience is strongly desired.

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. The communications associate must be able to travel for one or more nights from time to time.

IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Compensation: \$40,000 - \$50,000 annual salary depending on experience and qualifications; competitive benefits

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

Starting Date: February 2020

Application Instructions: Please submit a resume, cover letter and writing sample to be considered for this position; **applications will be reviewed on a rolling basis**. The cover letter should compare your qualifications and experiences to the duties and responsibilities of the position. Please submit your application materials to jobsearch@iphionline.org; put the job title ("Communications Associate") in the subject line of your email. No phone calls, please. Visit www.iphionline.org for more information about IPHI's mission and work.



Illinois Public Health Institute (IPHI)
Center for Health Information and Technology (CHIT)
Position Description: Program Manager (Policy and Systems)

The Illinois Public Health Institute is seeking an experienced and well-organized team member to develop and implement policy and systems change focused strategies, direct program operations, and design and coordinate partner activities and events for Data Across Sectors for Health (DASH) and other programs of IPHI's Center for Health Information and Technology. The position is full-time exempt and reports to the Center Director. IPHI's standard work week is 37.5 hours.

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Duties and Responsibilities

Project Management

- Provide and coordinate oversight of day-to-day program and project execution across various stakeholder groups to implement policy and systems goals for DASH

- Monitor and manage program priorities and deliverables as outlined in workplans for multi-sector stakeholder initiatives that may include staff, network partners, various national, state and local stakeholders, awardees and other community collaboration participants.
 - Contribute to the development and implementation of new strategies to advance DASH’s ability to support community collaborations in their efforts to partner with state government to enable multi-sector data sharing.
 - Conduct research to identify barriers and opportunities for state government to enable and foster multi-sector sharing data among local community collaborations.
 - Advance the DASH Policy Roadmap, including the development of supplemental resources that would make the tool actionable and usable to a wide variety of communities.
- Work closely with the Center Director and Senior Manager to ensure progress on relevant program workplans, timelines and strategy implementation.
- Develop working knowledge of grantees’ program proposals that guide the work include narrative, budget, workplan, deliverables, reporting requirements and associated timelines.
- Develop content and lead learning activities for policy and systems change efforts. This may include online meetings, webinars, conference calls and in-person events to accomplish project goals. Administrative tasks may be included as part of the execution of project activities.

Relationship Management and Communication

- Foster and maintain relationships with various local and national groups (including government agencies, health care, policymakers, and grantee community-based organizations. At the national level, these organizations may be All In partners, DASH awardees, or partners engaging with DASH on our Policy Roadmap.
- Manage contracts, scopes of work and collaborative agendas with national partners, subject matter experts, Mentors, mentees, and other stakeholders
- Lead, support and monitor calls with community collaboration leaders, including DASH grantees, to document project progress and impact, identify technical assistance needs, facilitate connections to other communities, identify opportunities to support and communicate their progress, lessons and spread/scale opportunities.
- Participate in the *All In* online community by contributing to discussions, sharing resources, and maintaining vibrant engagement on the platform.
- Represent IPHI, the DASH Program Office and/or All In at external events including regional and national meetings and conferences.
- Draft, contribute to, and review publications including reports, white papers, background documents, presentations, fact sheets, and content for newsletters.

Strategy, Planning and Program Development

- Identify opportunities for DASH and IPHI to advance policy, systems and environmental change goals as they pertain to community collaborations and multi-sector data sharing
- Research and recommend program goals, policies, budget and funding modifications to advance strategic objectives.
- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and stakeholders.
- Support and nurture relationships with program funders and lead proposal development for future/related programs.

Continuous Improvement and Evaluation

- Identify and recommend program improvement opportunities to deepen program impact, increase programmatic capacity, promote operational efficiencies and/or improve budget management.
- Support program analysis, dissemination of results, and prepare reports, including visual and narrative summaries of qualitative and quantitative data.
- Identify and recommend opportunities to improve execution of tasks, including but not limited to improving administrative and operational systems related to the program.
- Work with the Center Director to identify and solve problems, address barriers, advance a health equity approach, and conduct improvement activities.

Other duties as assigned

Required Qualifications

- Education and/or experience equivalent to a master's degree in a field related to public health, healthcare administration, public administration, public policy, law, or social work, with 3 years of work experience in policy development or systems change management. IPHI values multiple pathways towards attaining professional experience and education.
- Understanding of and experience with one or more of the following is highly desired: multi-sector collaboration and community-based data-sharing; or health and health care information technology, data analytics, and informatics
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Strong critical thinking skills, a systems perspective, and the ability to anticipate and solve problems in a timely and professional manner.
- 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.
- Candidates should have the ability to work independently and as part of project teams.
- Excellent organizational, communications and interpersonal skills are required; the successful candidate will be thorough and detail-oriented with strong and versatile writing skills.
- Proficiency in Microsoft Office, Google docs, project management tools, and ability to use CRM software.
- Ability to assess and incorporate feedback.

Desired Qualifications

- Direct experience in policy development, research or advocacy, such as local, state or federal government employment, especially related to health and human services.
- Experience in project management, program evaluation, community engagement, or budget and financial reporting.
- Exposure to or knowledge of any of the following: social determinants of health indicators, health equity, community-based social services, community collaboration, multi-sector data sharing, and systems thinking.
- Experience with GoToWebinar, Google Drive, Monday.com, Salesforce, and other online content management systems.

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. The program manager must be able to travel for one or more nights from time to time.

IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Compensation: \$50,000 - \$60,000 annual salary depending on experience and qualifications; competitive benefits

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

Starting Date: February 2020

Application Instructions: Please submit a resume, cover letter and writing sample to be considered for this position; **applications will be reviewed on a rolling basis**. The cover letter should compare your qualifications and experiences to the duties and responsibilities of the position. Please submit your application materials to jobsearch@iphionline.org; put the job title ("Policy Program Manager") in the subject line of your email. No phone calls, please. Visit www.iphionline.org for more information about IPHI's mission and work.



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Position Description: Program Manager

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Duties and Responsibilities

Project Management

- Provide and coordinate oversight of day-to-day program and project execution across various stakeholder groups to achieve program goals.

- Monitor and manage program priorities and deliverables as outlined in workplans for multi-sector stakeholder initiatives that may include staff, network partners, various national, state and local stakeholders, Mentors, Mentees, grantees and awardees, and other community collaboration participants.
- Work closely with the Center Director and Senior Manager to ensure progress on program workplans and strategy implementation.
- Develop working knowledge of grantees' program proposals that guide the work include narrative, budget, workplan, deliverables, reporting requirements and associated timelines.
- Create and maintain information related to project domains, and tag and enter information into the program knowledgebase to track projects, resources and publications relevant to the work of DASH and *All In*.
- Develop content and lead program activities such as online meetings, webinars, conference calls and in-person engagement events to accomplish project goals. Administrative tasks may be included as part of the execution of project activities.

Relationship Management and Communication

- Foster and maintain relationships with various local and national groups including government agencies, health care, policymakers, and grantee community-based organizations. At the national level, these organizations may be partners, DASH awardees, or partners engaging with DASH/*All In* in various capacities.
- Lead, support and monitor calls with community collaboration leaders, including DASH grantees, to document project progress and impact, identify technical assistance needs, facilitate connections to other communities, identify opportunities to support and advance and communicate their progress, lessons and spread/scale opportunities.
- Participate in the *All In* online community by contributing to discussions, sharing resources, and maintaining vibrant engagement on the platform.
- Represent IPHI, the DASH Program Office and/or *All In* at external events including regional and national meetings and conferences.
- Draft, contribute to, and review publications including reports, white papers, background documents, presentations, fact sheets, and content for newsletters.

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 stakeholders.
- Promote and support capacity development among partners by providing insights, information and solutions.
- Support and nurture relationships with program funders and lead proposal development for future/related programs.

Continuous Improvement and Evaluation

- Identify and recommend program improvement opportunities to deepen program impact, increase programmatic capacity, promote operational efficiencies and/or improve budget management.
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Other duties as assigned

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- Education and/or experience equivalent to a master's degree in a field related to public health, healthcare administration, public administration, public policy, social work, or information management with at least 3 years of work experience in project management. IPHI values multiple pathways towards attaining professional experience and education.
- Understanding of and experience with one or more of the following is highly desired: multi-sector collaboration and community-based data-sharing; policy development and systems change; or health and health care information technology, data analytics, and informatics.
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- Experience in project management, program evaluation, community engagement, or budget and financial reporting.
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