



Illinois Public Health Institute Position Description Data Across Sectors for Health Program Assistant

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized team member to provide high-level planning, administration and operations support for **our national work at the nexus of health data, community collaboration and the social determinants of health, including support to cutting-edge communities across the country.** IPHI operates the Data Across Sectors for Health (DASH) National Program Office, which identifies barriers, opportunities, promising practices and indicators of progress for multi-sector collaborations to connect information systems and share data for community health improvement.

The Illinois Public Health Institute is dedicated to the principals 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 or genetic information or any other personal characteristic not relevant to the posted position. IPHI is committed to diversity and strongly encourages women, minorities, individuals with disabilities, LGBTQ individuals, and veterans to apply.

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems to maximize health, health equity and quality of life for the people of Illinois. IPHI administers 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.

Full-time, 37.5 hours per week. Reports to and is accountable to the Director of the CHIT.

Duties and responsibilities include:

Project management and administration

- Coordinate the work of internal and external stakeholder teams and partnerships, including scheduling meetings, communicating with participants and producing pre-meeting agenda and related materials, and post-meeting follow-up procedures.
- Support and maintain records and information on project-related stakeholders, participants, and other constituents through multiple project-specific databases.
- Provide periodic financial materials on program activities.

Communications and networking support

- Assist with drafting and editing program and funder reports, and background documents.
- Contributes to fact sheets, newsletters, the online learning platform, and other communications materials.
- Monitor multiple emails accounts, triaging content to respected staff or responding to stakeholder inquires.

- Attend and take notes at networking meetings and conference calls.

Grants management and community support

- Compile and maintain information related to the program, applicants and grantees, and knowledgebase of data and information systems to connect health and healthcare systems
- Support staff and partners to attend site visits, including arranging travel/travel reimbursement and other logistics.
- Travel locally and nationally to visit awardees.
- Track submission of required applicant, and grantee programmatic and budgetary materials.
- Maintain program files, archives and data related to applicants and grantees.
- Oversee and provide awardees with technical assistance through relationship building and support.
- Manage and co-develop future Call for Proposals

Meetings and events management

- Arrange and support conference calls, online meetings, and webinar series among grantee sites and partners
- Plan and manage all logistical elements of on- and off-site meetings or conferences, including venue, hotel and catering selection, national and local travel, site activities management, presenter communication and support, attendee registration and support, expense management, and evaluation. Meeting size ranges from smaller, local meetings to larger, national meetings and occur multiple times a year.

Qualifications:

- The ideal candidate will have a master's degree in public health, public administration, healthcare management or related field with a minimum of one year of work experience in health programming, grants or events management, or training. Equivalent professional experience in a related field is acceptable.
- The successful candidate will 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.
- Excellent organizational, communications and interpersonal skills are required; the successful candidate will be thorough and detail-oriented and will have strong and versatile writing skills.
- Experience in project or grants management, events management, health informatics, budget and financial reporting, health data and information systems, or program performance and evaluation is desirable but not required.
- Knowledge regarding social determinants of health indicators, health equity, and multi-sector data sharing is desirable but not required.
- Candidates should have experience working with diverse populations in a variety of community and organizational settings.
- Candidates should have the ability to work independently and as part of project teams.
- Excellent computer skills, including proficiency with Microsoft Office 365 (Word, Excel, PowerPoint), Outlook, SharePoint, Google Docs is required. Experience with GotoWebinar, web page and social media development, and Trello is desirable but not required.
- IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Job requirements:

- Must have a driver's license and ability to access a car or be qualified to rent a car.
- 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, the Assistant must be able to travel for one or more nights from time to time.

Compensation: \$47,500 annual salary, competitive benefits

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

Starting Date: January, 2018

Application Instructions: Please submit a resume, cover letter and writing sample by Wednesday, January 17, 2018 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. Electronic submission required to jobsearch@iphionline.org.

No phone calls, please.

Visit www.iphionline.org for more information about IPHI's mission and work.