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## **JOB DESCRIPTION: PROGRAM ASSOCIATE**

### **Grantee Technical Assistance/Programmatic Support**

CommonHealth ACTION (CHA) is a national, nonprofit public health organization that works with national organizations and community-based partners to create conditions in which all people have equal opportunities to achieve optimal health. To achieve its mission, CHA designs and facilitates community-level programming, provides tailored technical assistance services, engages in research, writing, and evaluation, and offers a range of support to community groups and funding organizations interested in innovative and effective public health practice.

#### **GENERAL RESPONSIBILITIES**

The Program Associate (PA) will assist in the implementation of CommonHealth ACTION's (CHA) grants and contracts, including programming for CHA's Institute for Public Health Innovation (IPHi). The Program Associate works independently, with guidance, and collaboratively to develop and implement activities in the following areas: public health programming, community-based technical assistance, research and evaluation, resource development, grant and contract management and report writing, community-based organizational development, community engagement, and meeting development and implementation. Other responsibilities include supporting local program implementation; serving as liaison and CHA/IPHi representative at meetings; and contributing to development activities to advance the organization's mission; specifically, resource identification and proposal writing/development. The Program Associate position requires excellent research, analytical, interpersonal, organizational, and writing skills as well as professional discretion, independent judgment, and diplomacy.

The PA's work duties may include, but are not limited to:

#### **PROGRAM/CONTENT**

- Assist the development and implementation of program timelines to ensure timely completion of activities and deliverables.
- Assist monitoring of ongoing scopes of work to ensure accuracy of activities vis-à-vis contractual and grant commitments.
- Provide technical assistance and training to organizations and community-based entities.
- Coordinate, conduct, and participate in programmatic meetings.
- Assist with meeting logistics to ensure effective implementation.
- Facilitate small and large group meetings and planning sessions.
- Participate in long and short-term program development and planning.
- Participate in positive, effective relationships with community and national partners.
- Develop PowerPoint presentations for use during program-related events and activities.
- Develop written and online tools and instruments for programmatic use including survey and evaluation tools.
- Develop regular and timely programmatic updates for the Web and reports to funders.
- Serve as programmatic liaison to external partners including representing CHA/IPHi at national and local meetings.

## RESEARCH/WRITING/ORGANIZATIONAL ACTIVITIES

- Monitor federal, state, and local governments' public health activities and policies. Provide written and verbal updates to CHA staff on a monthly or time-sensitive basis.
- Write and develop – in collaboration with other staff – articles, grant applications, publications, issue briefs, and reports.
- Scan and track relevant activities in public/community health and related fields to inform the organization, its partners, and communities.
- Develop periodic “Updates from the Field” on content-related issues.
- Conduct bi-weekly environmental scans to identify meetings and conferences for staff participation.
- Conduct online and library research for articles, reports, and publications.
- Conduct online and library research for grants and contract opportunities. Assess opportunities and provide recommendations for future work.
- Participate in strategic planning activities, including development of board meetings and activities.
- Assist with grant development and proposal writing.
- Adhere to administrative and recordkeeping guidelines to support accurate bookkeeping and documentation of activities.
- Actively contribute to the advancement of the organization and its mission.

## EMPLOYMENT STANDARDS & CONDITIONS

**EDUCATION AND EXPERIENCE:** Graduate degree in relevant professional field with a minimum of five years experience working on public health-related and/or community-based issues.

- Strong understanding of community-based programming
- Demonstrated interest and/or strong understanding of public health issues
- Experience and strong interest in providing technical assistance
- Willingness to engage in continuous learning and training
- Demonstrated professional and political aptitude
- Familiarity with Mississippi, racial healing methodology, and determinants of health, a plus

**HIRING SALARY RANGE & BENEFITS:** \$52,000 to \$58,000 (Contingent upon available funding) plus competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions with TIAA-CREF (403B). Approximate value of this benefit package: \$15,000 per annum.

**JOB CLASSIFICATION:** Exempt

**ESTIMATED START DATE:** February 1<sup>st</sup>, 2012 - March 1, 2012

**JOB LOCATION:** Position is based in the Washington Metropolitan area and requires the employee to work at the CommonHealth ACTION office (1301 Connecticut Avenue, NW, Suite 200/501, Washington, DC, 20036).

**RESOURCE RELATIONSHIP:** The Sr. Program Manager will serve as the lead resource person for the PA.

**TRAVEL:** Domestic travel is required for this full-time position. Estimated travel: 25-30% annually (this includes local travel).

**POINT OF CONTACT:** John Wesley, Office Manager/HR Specialist

**HOW TO APPLY:** Please submit a resume/CV and salary requirements to: [jwesley@commonhealthaction.org](mailto:jwesley@commonhealthaction.org)  
Please place “Program Associate - Mississippi” in the subject line of the email when applying.

**NO PHONE CALLS PLEASE.** Do to the large number of applicants, only successful candidates will be contacted.

*CommonHealth ACTION values a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, and partners. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.*