



JOB DESCRIPTION: PROGRAM ASSOCIATE

CommonHealth ACTION (CHA) is a national, nonprofit public health organization that works to build the capacity of communities to address the social determinants of health and create optimum health for all. To achieve its mission, CHA designs and facilitates community-level programming, provides tailored technical assistance services, 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** contributes to the implementation of CommonHealth ACTION's (CHA) grants and contracts, including programming for CHA's Institute for Public Health Innovation (IPHi) and related centers. The Program Associate works independently, with guidance, and collaboratively to develop and implement activities in the following areas: public health programming, publications, research and evaluation, resource development, grant and contract development, report writing, meeting development and implementation, and technical assistance provision. 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, such as 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 Program Associate's work duties may include, but are not limited to:

PROGRAM SUPPORT

- Work with team members to implement CHA projects and activities.
- Assist with the development and implementation of program timelines to ensure timely completion of activities and deliverables.
- Monitor activities to ensure quality and accuracy vis-à-vis contractual and grant commitments.
- Provide technical assistance and training to organizations and community-based entities.
- Assist with logistics, facilitation, and follow up to ensure effective implementation of CHA-led meetings.
- Participate in long- and short-term program development and planning.
- Participate in positive, effective relationships with community and national partners.
- Develop presentations, web-based content, and other communications materials for program-related events, program activities and organizational marketing.
- Serve as programmatic liaison to external partners including representing CHA/IPHi at national and local meetings.
- Support management of programmatic budgets.
- Assist with scheduling as needed.

RESEARCH AND WRITING

- Contribute to the development of grant applications and reports to funders.
- Conduct grant research and monitor funding opportunities.
- Write and develop – in collaboration with other staff – articles, publications, issue briefs, and reports.
- Scan and track relevant activities and opportunities 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 research for articles, reports, and publications.
- Develop tools and instruments for research and evaluation activities.

CHA/IPHi ORGANIZATION

- 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: Preferred: Graduate degree in relevant professional field with a minimum of three years experience working on community health issues.

- Demonstrated understanding of community-based public health practice
- Experience providing coordination, research and writing support for public health programs
- Willingness to engage in continuous learning and training
- Demonstrated professional and political aptitude

SALARY HIRING RANGE & BENEFITS: **\$45,000 to \$55,000** (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

JOB LOCATION: The 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, Washington, DC, 20036).

TRAVEL: Domestic travel is required for this full-time position. Estimated travel: 10-20% annually (this includes local travel).

REPORTS TO: Program Manager

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.

SUBMIT RESUMES TO: info@commonhealthaction.org