



Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

Call for *Remote Community Engagement Coordinator (2 positions)*

Community-Campus Partnerships for Health (CCPH)

Established in 1997, CCPH is a nonprofit membership organization that promotes health equity and social justice through partnerships between communities and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches to health that focus on changing the conditions and environments in which people live, work, study, pray and play. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help to ensure that the reality of community engagement and partnership matches the rhetoric. We work with partners whose mission aligns with our vision. Community engagement is the cornerstone of our work to advance health equity and social justice. Join our team of dedicated professionals applying their technical expertise and creativity to help impacted communities achieve health equity and justice.

Rapid Acceleration of Diagnostics Program (RADx-UP) Overview

The Community-Campus Partnership for Health, in partnership with the Duke Clinical Research Institute (DCRI), and the Center for Health Equity Research at UNC Chapel Hill received an award to serve as the Coordinating and Data Collection Center (CDCC) for a program that will overcome barriers and increase uptake of COVID-19 testing among underserved and vulnerable populations across the U.S. The program is funded by the National Institutes of Health (NIH) and is one arm of a wider effort called Rapid Acceleration of Diagnostics (RADx). The arm to be coordinated by this project is called Rapid Acceleration of Diagnostics for Underserved Populations (RADx-UP).

Position

The Remote Community Engagement Coordinator will provide coordination and project management support to Community-Campus Partnership for Health (CCPH) in strengthening and aligning the RADx-UP projects to support the Coordinating and Data Collection Center (CDCC) community engagement, administrative goals, and priorities. The coordinator will work closely with the community engagement program manager to implement and coordinate CCPH community engagement initiatives, partnership development strategies, marketing and communications initiatives, and community outreach. The coordinator will be assigned a lead role to implement capacity-building, training and technical assistance strategies essential to the successful management of multiple program domains in collaboration with the CCPH staff. The candidate must be able to work and communicate with diverse populations effectively and professionally. The coordinator must be able to manage a dynamic project, write clearly, supervise and provide overall day-to-day project direction to interns. Candidates should have a strong background in community research, community engagement, partnerships, project management, training and facilitation and the ability to work in a cross-functional environment. This position will be responsible for some administrative work, specifically related to assessment and data collection relating to RADx-UP. The candidate must be committed to the success of partners and an environment that acknowledges, encourages, and appreciates diversity, and will work effectively, respectfully, and collaboratively in diverse, multicultural, and inclusive settings.

Responsibilities - CDCC RADx-UP Program

- Establish and maintain open and clear communication and information sharing at all levels to facilitate and support implementation of CDCC initiatives.
- Develop plans, monitor, and manage multiple small to large projects
- Attend weekly and monthly meetings or working groups meetings
- Work collaboratively as part of a team to design and implement the capacity-building and technical assistance strategy in alignment with RADx-UP goals and priorities
- Serve as the CCPH community engagement liaison to support the following: Engagement Impact Team,

- Operations Team, Engagement Resource Center and community projects
- Coordinate and maintain the knowledge repository (Engagement Resource Center) that accumulates and integrates RADx-UP resources and external resources
- Compile survey data, assist with the implementation of information dissemination activities, and track progress of the four arms according to I-TEAM milestones
- Support the implementation of Evidence Academies
- Develop meeting agendas, take business minutes, manage project files, schedule meetings, and distribute weekly updates

General Responsibilities

- Support leadership in coordinating partnerships, technical assistance development and other initiatives to accomplish CCPH goals
- Assist in the development, review and coordination of training policies, manuals, multimedia visual aids, website pages and other educational materials to support community engagement initiatives
- Develop and facilitate a strategy for strong community involvement and impact
- Suggest innovative plans and processes to improve program functions
- Help develop, facilitate and promote community engagement training program
- Support curriculum development efforts
- Support the evaluation manager, track, record, and compile program performance data
- Participates in other projects and activities as appropriate and assigned
- Contribute to marketing and communications activities to promote CCPH's work

This job description is not intended to be all inclusive; the employee will also perform other related program or project/job duties as assigned. CCPH reserves the right to revise job duties and responsibilities as the need arises.

Preferred Education and Qualifications

Bachelor's Degree in Public Health, Social Work, Health Education, Nonprofit Management, Public Administration, or related field. Master's Degree in a related field is a plus. A minimum of three (3) years of experience in community engagement, project management, with increasing scope and independence; one (1) year directly related experience in community-based research, community advocacy or outreach, experience working with faculty in an academic environment is a plus. The program coordinator must possess outstanding leadership and organizational skills as well as excellent interpersonal skills; ability to take initiative, balance multiple projects, and work autonomously and as a member of a team; problem-solving, adaptability, and customer-service skills; excellent oral, written, and presentation skills; fluency in Spanish a plus; excellent computer skills: MS Office Suite, Google Dashboard; knowledge of training technologies and formats. Graphic design and social media experience are a plus. Knowledge of and experience with in-person and online training, videoconference (Zoom), webinar software (Zoom, Skype, MS Teams, GoToMeeting), training technologies, platforms and tools; WordPress a plus. Comfortable working in a remote setting.

Report to: Community Engagement Program Manager

Salary and Benefits: Competitive salary commensurate with experience and education. Paid vacation and sick leave; contribution towards cost of health insurance benefits.

To apply: Please submit your resume and a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) writing sample to our [online job application form](#). If you have any questions, please email info@ccphealth.org. **DEADLINE: JANUARY 29, 2021.**

Equal Employer Opportunity Statement

We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, veteran status, or any other characteristic protected by law.