



Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

Call for Remote Community Engagement Program Manager

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, information dissemination, convening, and capacity building, conducting research, building coalitions, and advocating for supportive policies, we help to ensure that the reality of community engagement and partnership matches the rhetoric. Community engagement is the cornerstone of our work to advance health equity and social justice. We work with partners whose mission aligns with our vision. Join our team of dedicated professionals applying their technical expertise and creativity to help impacted communities achieve health equity and justice.

Remote Community Engagement Program Manager: The role of the community engagement program manager is to lead the community engagement effort for CCPH in all facets of the organization's work through internal programming and external relationships, including management and implementation of community outreach and engagement projects and initiatives to advance the CCPH mission. This position will support the director of community engagement and capacity in managing special projects, administration, grant writing, partnerships, training and technical assistance, curriculum development, and training. The manager will serve as lead for the Rapid Acceleration of Diagnostics Program (RADx-UP), working in collaboration with other staff and partners remotely located within the U.S. This program is a partnership between CCPH, the Duke Clinical Research Institute (DCRI), and the Center for Health Equity Research at UNC-Chapel Hill, which received an award to serve as the Coordinating and Data Collection Center (CDCC) for the RADx-UP Program that aims to overcome barriers and increase uptake of COVID-19 testing among underserved and vulnerable populations across the U.S. The candidate will work to strengthen and align the RADx-UP projects to support the CDCC community engagement and administrative goals and priorities; manage special initiatives and work closely with the director of community engagement and capacity to provide support and guidance to the RADx-UP community engagement coordinators. The candidate must possess skills in leading community research projects and demonstrated experience and results in community engagement and advocacy, partner relations, curriculum design, program management and training; grantwriting or grants management a plus. 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 - Coordinating and Data Collection Center (CDCC) RADx-UP Program

- Provide a structure for community engagement at CCPH that allows each CDCC Core Team to meet desired outcomes and CCPH to fulfill long-term impact goals
- Manage coordination and communication between all CDCC components (4) to reach project goals
- Oversight and management of CCPH staff to support the Engagement Impact Team to navigate and field community engagement requests from the community projects; attend leadership meetings
- Support the development and implementation of the CCPH Community Engagement Program including the curriculum development, coordination, facilitation, training, and evaluation
- Provide technical assistance, capacity building, consultations, and partner relations to support the CDCC community projects
- Manage the development of the knowledge repository that accumulates and integrates RADx-UP

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.

resources for the Engagement Resource Center

General Responsibilities

- Manage CCPH's community engagement team priorities and goals
- Oversee the effective delivery of training and learning programs—remote and in-person environments
- Provide direction of new initiatives and opportunities, and foster "best in class" training ● Provide oversight and support in the development of training policies and procedures, manuals, multimedia visual aids, presentations, website pages and other educational materials to support capacity building and development initiatives
- Facilitate strong community outreach, involvement, and impact
- Develop project documents and reports
- Seek out new and creative program ideas to implement
- Support the promotion and maintenance of the CCPH Consultancy Network
- Support development of and content for marketing and communications

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

Preferred Education Background: Public Health, Social Work, Nonprofit Management, Public Administration, or related field. Advanced degree in a relevant field (e.g., MPP, MPH) with 2 or more years of experience, or a bachelor's degree and 5 - 7 years relevant experience. Three years of experience in project or program management, with increasing scope and independence. A minimum of 3 years closely related community engagement and/or community-based research experience; working in and with communities; academic faculty experience a plus.

Qualifications and experience:

- At least five (5) years of coordination/management-level experience in managing complex projects, preferably within a national nonprofit setting
- Ability to lead multiple, concurrent assignments or a multi-faceted project(s) program(s)
- Must be able to work and communicate with diverse populations effectively and professionally
- Experience working on community-based public health efforts, working with or alongside public and academic institutions
- Ability to manage up, work with stakeholders and community partners
- Knowledge of community engagement and programming best practices
- Candidates must be able to develop implementation plans for community engagement research, capacity building and technical activities
- Develop timelines, manage budgets, prioritize competing demands, and work independently and efficiently across complex teams
- Attention to detail, problem-solving, and outstanding organizational and management skills as well as excellent interpersonal skills
- Possess excellent communication and writing skills; ability to write reports summarizing results
- Knowledge of in-person and online trainings, videoconferencing (Zoom), webinar software (Zoom, Skype, MS Teams, GoToMeeting), training technologies, platforms, and tools
- Experience working with Microsoft Office Suite, Google Dashboard, and communications platform a plus
- Comfortable working in a virtual, remote setting
- Fluency in Spanish a plus

Report to: Director of Community Engagement and Capacity; serve as a liaison to the Core Teams

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.**

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