

POSITION ANNOUNCEMENT

Position Title: Director, Chicago Area Schweitzer Fellows Program

Supervised by: Deputy Director, Health & Medicine Policy Research Group

Supervises: Part-time Schweitzer Program Coordinator

Classification: Exempt, Full-time, Salaried

Organization Overview:

Health & Medicine Policy Research Group (Health & Medicine) began in 1981 as an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity with a commitment to social justice. Founded in 1996, Health & Medicine's Chicago Area Schweitzer Fellows Program cultivates aspiring health and human services professionals to be informed, concerned, and involved with addressing health inequities. Each year, the Schweitzer Program provides 30 students with opportunities to design and implement projects to improve the health and well-being of underserved Chicago communities.

Position Scope:

The Chicago Schweitzer Fellows Program Director will administer all aspects of this interdisciplinary, community-based critical service-learning program for graduate-level health professions students, and to oversee programming that supports the continued professional development of a growing alumni network (Fellows For Life). The Director will be responsible for supervising the Schweitzer Program Coordinator (0.5 FTE) and occasionally volunteers and interns.

Position Description:

- Serve as the program's primary liaison and external representative with multiple community-based organizations and university faculty and students
- Establish and participate in committee to review Fellowship applications and select annual class of Fellows
- Plan and co-chair three meetings per year with Schweitzer Advisory Council
- Plan and chair monthly meetings with other Schweitzer staff with Fellows; develop a strategy/goals and plan for monthly meetings that is consistent from year to year
- Manage annual events including the Celebration of Service graduation event, orientation weekend, and mid-year retreat for Fellows
- Evaluate reporting and feedback mechanisms to maximize effective and efficient Fellow project support
- Oversee Fellows' service projects, including providing guidance and support when necessary
- With the assistance from the Schweitzer Program Coordinator, review and provide feedback to Fellows' monthly reports
- Design and oversee evaluation plan and tools, including surveys and focus groups
- Oversee database of current Fellows, Site Mentors, Student Mentors and Fellows for Life alumni group
- Develop and manage learning objectives of the program
- In collaboration with team, monitor, track, and evaluate program processes, impacts, and long-term outcomes
- With the assistance of the Director of Development and Communications, write program summaries and reports in adherence to grant reporting requirements
- Contribute to development and execution of Schweitzer Fellows Program short and long-term workplans and Health & Medicine's Strategic Plan, aligning the Schweitzer activities and Health & Medicine's vision, mission, and values
- Develop framework for consistent interaction with external project partners including project sites, mentors, fellows, FFL and Advisory council members so that communication is consistent, and relationships are amplified

- In collaboration with the Director of Development and Communications, create communications plan for program
- Liaise and lead efforts to coordinate with national network of Albert Schweitzer Fellows (ASF) Programs
- Work with Executive Director to decide on the national role Health & Medicine and ASF Chicago should play in creating a new national program
- Distill learnings from the Chicago program over 25 years and speak publicly about lessons learned; write and convene on the local and national scene as a leader in the world of service learning

Qualifications:

- Master’s degree in public health, public policy, social work or related field with at least 4 years work experience, or Bachelor’s degree with at least 5 years work experience, preferably in a supervisory role
- Experience in planning, coordinating, and promoting events within specified budget
- Experience and knowledge of leading service-learning programs and/or workforce development and knowledge of best practices in service learning
- Strong interpersonal skills, including ability to develop and sustain relationships with diverse partners
- Strong organizational skills and ability to work with and lead teams efficiently
- Excellent written and oral communication skills
- Advanced proficiency in the use of Microsoft Office
- Ability to handle confidential information with tact and discretion
- Creative problem solving to engage challenges that arise
- Experience in qualitative and quantitative program evaluation
- Passion for social justice and health equity and interest in health policy
- Experience with and commitment to cultural humility, diversity, and efforts to eliminate disparities in health outcomes

Work Environment:

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local, regional, state and national travel required
- Work week is generally 9:00 a.m. – 5:00 p.m., some evening and weekend work required

Note on Modified Work Environment During COVID-19 Pandemic:

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phoneline that enable them to conduct their work remotely. Beginning May 1, 2022, Health & Medicine will shift to a hybrid work environment. Health & Medicine’s modified work environment in response to COVID-19 is considered to be temporary and subject to change.

Salary and Benefits:

Starting salary range \$65,000-72,000 annually depending on qualifications and experience. Excellent benefits package including:

- 100% employer-paid health, vision, and dental insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time and 10 paid holidays
- 401K retirement plan, with employer contribution after one year
- 12 weeks fully paid maternity/paternity leave policy

To Apply:

- Email a cover letter and resume to Ann Duffy at jobs@hmprg.org. **Please write your name (Last, First) then “Schweitzer Director” in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is May 9, 2022.
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train, and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.