

POSITION ANNOUNCEMENT

**Position Title: Schweitzer Fellows Program Coordinator**

**Supervised by:** Director, Chicago Area Schweitzer Fellows Program

**Supervises:** N/A

**Classification:** Exempt, Part-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 Coordinator will help assure the smooth running of the Schweitzer Fellowship and the Fellows for Life Programs.

**Responsibilities:**

The Program Coordinator will provide administrative support and coordinate all aspects of the Schweitzer Fellowship Program and Fellows for Life Program. The Program Coordinator will:

Coordinate the following:

- Lead coordination of events
- Respond to and assist students interested in applying for the Fellowship
- Help plan and coordinate Fellows' monthly meetings
- Create and/or update forms, reports, mass mailings/mail merges, etc.
- Track and file programmatic data, process related paperwork

Work with the Program Director on the following activities:

- Present information sessions for prospective students
- Advise and be a resource to Fellows with project logistics, implementation, evaluation, and Monthly Reports
- With the assistance of the Development and Communications Coordinator, write/create Fellowship communications
- Plan and organize activities that engage Fellows for Life
- Help with building and strengthening the Fellows for Life network
- Other duties as assigned

**Qualifications:**

- Bachelor's degree with 2 years work experience, or some college with 3 years work experience
- An interest in cultural humility, diversity, and efforts to eliminate disparities in health outcomes – along with the desire to continue to learn and grow in this evolving area.
- 1 to 2 years of work experience in a non-profit environment, preferably related to service learning, leadership development, social justice and or community work
- 1 to 2 years of experience planning meetings and events with audience sizes ranging from 10 to 200
- 1 to 2 years of experience writing/creating web pages, brochures, PowerPoint presentations
- 1 to 2 years of experience managing concurrent projects with different timelines and deadlines
- Strong interpersonal skills; consensus builder

- Advanced verbal and written communication skills
- Ability to handle confidential information with tact and discretion
- Advanced competency with Microsoft Office, Google Drive, Survey Monkey, etc.

**Preferred Qualifications:**

- Experience with cohort-model programs
- Experience orienting, guiding, and motivating volunteers
- Familiarity with Chicago neighborhoods and underserved communities

**Work Environment:**

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago and suburbs occasionally required
- 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. Health & Medicine's modified work environment in response to COVID-19 is considered to be temporary and subject to change.

**Salary:**

Position is 20 hours per week. Starting salary range \$23,500-25,500 annually depending on qualifications and experience.

**To Apply:**

- Email a cover letter and resume, to Ann Duffy at [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then "Schweitzer Program Coordinator" in the subject line of your e-mail.** Incomplete applications will **not** be accepted
- **The priority deadline to apply is September 6, 2022.** Applications received after this date may be considered on a rolling basis until the position is filled.
- 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.