



### **Position Announcement**

**Director, Chicago AHEC and Workforce Programs (full-time, salaried, exempt)**

**Starting salary range: \$74,000-83,000 annually**

#### **The position**

Health & Medicine Policy Research Group (Health & Medicine) is looking for a collaborative, forward-thinking teammate to be our next **Director of Chicago AHEC and Workforce Programs**. In this role, you will lead the Chicago Area Health Education Center (AHEC), part of a network of centers throughout Illinois that provides a variety of regionally-based educational programs, health promotion efforts, and community-based outreach to increase entry into, diversity and equity, and retention within the state's health workforce. The Chicago AHEC supports a cohort of undergraduate scholars each year, in addition to other educational activities. The Network is supported by funds from the US Department of Health and Human Services' Health Resources and Services Administration (HRSA) through August 31, 2026. The Director reports to our Deputy Director.

In addition to leading the Chicago AHEC, the Director will provide mission-oriented executive leadership and project management support to other Health & Medicine workforce initiatives including: Active Listening trainings and training material development for caregivers, health care workers and community-based organizations, in partnership with the Rush University Medical Center Geriatric Workforce Education Program (GWEP); the Chicago AHEC High School Community Health Worker Training Program serving 11th-12th grade students on the city's West Side; and the development of a new training program for high school-age students participating in an Afterschool Matters program.

#### **Who we are: our mission and our team**

Health & Medicine is 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. Health & Medicine has a four-decade history of promoting health justice in Chicago and Illinois through research, education, policy development, and collaboration.

#### **Work environment**

Health & Medicine's offices are located in downtown Chicago and operates using a hybrid model. Currently, most of our 16-person staff work remotely, and we conduct meetings via Zoom and Microsoft Teams. Some individuals choose to work in the office 1-2 days per week. This is subject to change, and staff may be required to work in the office up to two days per week. Ongoing COVID safety protocols are in place.

Health & Medicine's standard work week is 38 hours per week. Our work hours are generally 9am-5pm, and 9am-3pm on Fridays; some evening and weekend work will be required to support organization-wide events for specific programs. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois occasionally required.

## **Your responsibilities**

As **Director**, you will contribute to Health & Medicine's workforce development portfolio by:

### **Primary Responsibilities include:**

- Develop a work plan in collaboration with the Deputy Director, and ensure all grant deliverables are completed within the proposed time and scope
- Manage program budget in collaboration with Finance Director
- Serve as the center's primary liaison and external representative with multiple organizations, agencies and public officials including the UIC College of Medicine –Rockford and Chicago, the federal AHEC office, the National AHEC Organization, and local, state and federal health and education organizations
- Partner with and continue to establish working relationships with academic partners, community-based organizations, and providers that deliver care to historically excluded and under-resourced communities
- Monitor and collaborate with existing health workforce development programs, including the UIC UMED program and the IL Primary Health Care Association's SEARCH program, to further AHEC's mission
- Organize, coordinate, monitor, and evaluate recurring and one-time events related to the mission of the Center
- Monitor, track, and evaluate program processes, impacts, and long-term outcomes with the support of the Deputy Director and Executive Director
- Advise on and/or lead complex training or curriculum design projects
- Identify ongoing health workforce training needs and provide vision for new programs or initiatives that address those needs
- In conjunction with the Director of Strategic Workforce Initiatives, identify policy and systems change needed to support and grow the public health and health care workforce in Illinois
- Collaborate with other Health & Medicine staff as issues emerge that could benefit from a cross-sector approach.

### **Who we're looking for**

Applicants with these qualifications or transferable experience will be best experience prepared for this position:

- Bachelor's degree in a relevant field with 6 years work experience or Master's degree with 4 years relevant work experience
- Passion for health justice and/or health workforce development
- Experience in planning, coordinating, and promoting events
- Excellent facilitation and training skills
- Strong interpersonal skills, including ability to develop and sustain relationships with diverse partners
- Excellent written and oral communication skills
- Ability to manage multiple projects and workstreams simultaneously; efficiently manage time, effectively prioritizing tasks and meeting deadlines
- Experience in qualitative and quantitative program evaluation
- Capacity for, and comfort with, teamwork including working with volunteers
- Advanced competency in Microsoft Office; Ability to adapt and learn new technology, software and equipment quickly

## Our benefits

Health & Medicine encourages staff to balance their professional and personal lives. To that end, the following are some of the benefits we offer:

- 100% Employer-paid health, dental and vision insurance
- Life insurance (\$10,000 in coverage paid for by HMPRG, additional coverage available)
- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Short and Long-term Disability Insurance
- Paid Vacation Days accrued at a rate of 1.25 per month
- 5 paid personal days per year
- Paid Sick Days accrued at a rate of 1 day per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- Compensatory time for hours worked above 38 per week
- \$75 monthly internet/phone reimbursement subsidy
- Pre-tax withholding for CTA passes
- Potential for flexible schedule

## What to expect: the application process and timeline

To apply, e-mail your resume and cover letter to [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then “AHEC and Workforce Director” in the subject line of your e-mail.** Our priority deadline is October 18, 2022, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely mid-November 2022)

Selected candidates will be emailed to schedule a 10-15 minute introductory phone interview with our Director of Finance and Operations.

Candidates selected to move forward will then be contacted via e-mail to schedule a one-hour Zoom interview with 2-3 HMPRG staff members.

Finalists will be asked to submit contact information for three professional references.

An offer letter will be emailed to the final selected candidate.

*Note: Research shows us that some candidates, particularly those from historically marginalized communities, apply for positions only when they feel like they meet 100% of the desired qualifications. At Health & Medicine, we know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.*

**Health & Medicine is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, or any other personal characteristic not relevant to the posted position.**