



Health & Medicine
POLICY RESEARCH GROUP

Position Announcement

Training and Capacity Building Manager, Illinois Adverse Childhood Experiences (ACEs) Response

Collaborative (full-time, salaried, exempt)

Starting salary range: \$63,000-69,000 annually

The position

Health & Medicine Policy Research Group (Health & Medicine) is looking for a passionate, forward-thinking teammate to be our next **Training and Capacity Building Manager of the Illinois ACEs Response Collaborative (“Manager”)**. Health & Medicine leads the Illinois ACEs Response Collaborative (the Collaborative), a cross-sector movement that works to prevent trauma and promote thriving across the lifespan. The Collaborative’s approach includes: 1) policy and advocacy, 2) capacity building for trauma-informed systems transformation, and 3) research translation and dissemination. Through this work, the Collaborative has established itself as a leader in Illinois and nationally.

The Manager leads the development and implementation of the Collaborative’s capacity building strategies that support the implementation of trauma-informed policies and practices. The Manager develops training curricula, leads trainings, advises organizations and systems on trauma-informed transformation strategies, develops tools and resources to facilitate the implementation of trauma-responsive policies and practices, facilitates learning cohorts, and contributes subject matter expertise to inform the Collaborative’s policy and research priorities. The Manager reports to the Director of the Illinois ACEs Response Collaborative and works closely with the Director and the Collaborative’s Policy Analyst to strengthen training and capacity building.

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 18-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 **Manager**, you will contribute to Health & Medicine's ACEs response portfolio by:

- Conducting and translating research on adverse childhood experiences (ACEs), trauma, toxic stress, epigenetics and intergenerational transmission of trauma, protective factors, and resilience
- Developing training materials, informational resources, and recommended interventions from an equity and social justice perspective that highlights the links between systemic oppression and trauma responses
- Identifying evidence-supported trauma-informed policies and practices and developing resources to support their implementation for a range of partners and stakeholders
- Leading and co-facilitating presentations from the Collaborative's existing three-part training series on childhood adversity, historical trauma, and burnout
- Updating resources and curricula to support adult learners from a range of backgrounds and sectors.
- Identifying contemporary training topics and/or training delivery methods in response to research and/or audience needs and feedback
- Supporting the Collaborative's Policy Analyst in their development of training and facilitation skills.
- Implementing program evaluation methods, including online and paper surveys to assess the effectiveness of capacity building services
- Managing interest in the Collaborative's trainings, including conducting informational meetings and developing training proposals based on partners' needs
- Contributing subject matter expertise to the Collaborative's policy and research strategies, including developing or contributing to research and policy materials
- Assisting with framing, organizing, and conducting public forums on ACEs related policy.
- Assisting in documenting the ongoing work of the Collaborative
- Other general administrative duties as assigned, including editing, research, and contributing to grant writing and reporting requirements
- Collaborating 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 prepared for this position:

- Master's Degree, preferably in public health, public policy, social work, social policy, or related field
- 3-5 years of experience applying knowledge of ACEs, trauma, and trauma-informed policies and practices to policy, research, practice, and/or capacity building
- Experience with teaching, training, and/or curriculum development, with an emphasis on adult learning and diverse training delivery methods
- Experience with program evaluation, including basic qualitative and quantitative research skills
- Interest in and passion for public health, health care access, health systems reform, health equity, social justice, and policy issues
- Ability to work in fast-paced, deadline-oriented environment with a team
- Strong writing, editing, and communication skills
- Excellent facilitation and training skills
- Strong interpersonal skills, including ability to develop and sustain relationships with diverse partners
- Ability to manage multiple projects and workstreams simultaneously; efficiently manage time, effectively prioritizing tasks and meeting deadlines
- Capacity for, and comfort with, teamwork including working with volunteer boards or advisory committees
- Experience with learning management systems

- Advanced competency in Microsoft Office and Office 365; 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. **Please write your name (Last, First) then “ACEs Training and Capacity Building Manager” in the subject line of your e-mail.** Our priority deadline is January 23, 2023, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely late February 2023)

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.