



Position Announcement

Schweitzer Fellows Program Coordinator (part-time, salaried, non-exempt)

Supervised by: Director, Schweitzer Fellows Program

Starting salary range: \$24,000-25,500 annually

The Position

Health & Medicine Policy Research Group (Health & Medicine) is seeking a part-time Program Coordinator for the Schweitzer Fellows program to support and coordinate all aspects of Fellowship and the Fellows for Life Programs. 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 26 students with opportunities to design and implement projects to improve the health and well-being of underserved Chicago communities.

This person should be organized, responsive, familiar with principles of project management, and committed to the principles of health equity and social justice.

Who We Are

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 building power and momentum for social justice and health equity in Illinois. We have 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 operate using a hybrid model. Currently, our 19-person staff work in the office 1 day per week and remotely for 4 days per week, subject to change. This position is 20 hours per week; some evening and weekend work will be required to support programmatic events. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois is occasionally required.

Your Responsibilities

As a Coordinator, you 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:

- 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
- Manage requests for stipends and reimbursements for Fellows and Fellows for Life
- Support coordination of events



Work with the Program Director on the following activities:

- Manage and present information sessions for prospective students, communicate as needed with prospective students and applicants
- Support selection and interview process for prospective students
- Advise and be a resource to Fellows with project logistics, implementation, evaluation, and Monthly Reports
- With the assistance of the Grants and Communications Manager, write/create Fellowship communications
- Plan and organize activities that engage Fellows for Life
- Help with building and strengthening the Fellows for Life network
- Support program goals and implement planned projects
- Partner with relevant Health & Medicine staff and programs to collaborate on shared goals
- Participate in Health & Medicine staff meetings and other general Health & Medicine committees when possible
- Other duties as assigned

Who We're Looking For

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

- Bachelor's degree with 2 years work experience, or some college with 3 years work experience
- An interest in Health & Medicine's mission, vision, and values, including in cultural humility, diversity, and efforts to eliminate health inequities, and a strong desire to continue to learn and grow in these areas
- Experience working in a non-profit environment, preferably related to service learning, leadership development, social justice and or community work
- Experience writing/creating newsletters, brochures, PowerPoint presentations
- Experience managing concurrent projects with different timelines and deadlines
- Strong interpersonal skills, including the ability to be respectful and responsive to a diverse array of team members, community partners, and participants
- Ability to handle confidential information with tact and discretion
- Excellent administrative skills, including the ability to anticipate and assess needs, communicate challenges, troubleshoot problems, develop solutions, and manage expectations
- Advanced written and oral communication skills, advanced competency in Microsoft Office and Zoom, and ability to rapidly learn new digital tools

Preferred Qualifications:

- Experience with cohort-model programs
- Experience recruiting, orienting, guiding, and motivating volunteers
- Familiarity with Chicago neighborhoods and underserved communities
- Comfort coordinating and monitoring tasks in multiple project areas; knowledge of project management tools and approaches highly desirable



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 for part-time employees:

- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Paid Vacation Days accrued at a rate of 0.625 per month
- 2.5 paid personal days per year
- Paid Sick Days accrued at a rate of 0.5 days per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- \$50 monthly internet/phone reimbursement subsidy

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 "Schweitzer Program Coordinator" in the subject line of your e-mail. Our priority deadline is February 17, 2025 but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate

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 two to three Health & Medicine 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.