Overview:
Community Health Association of Mountain/Plains States (CHAMPS) is seeking a part-time, temporary, non-exempt, Programs Coordinator for COVID-19 Response. CHAMPS is a membership association of Community Health Centers (CHCs) serving low-income, homeless, and agricultural worker populations in Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming (Region VIII). CHAMPS, a dynamic and team-orientated non-profit, provides support to these health centers serving underserved communities in collaboration and partnership with Region VIII State Primary Care Associations (SPCAs). The Programs Coordinator, COVID-19 Response must be self-motivated, able to manage multiple tasks and work with diverse people. The Programs Coordinator, COVID-19 Response is responsible for the coordination and implementation of CHAMPS’ COVID-19 programs and provides support for public health, emergency preparedness, and other CHAMPS activities as needed. This is a temporary position through June 30, 2021.

General Duties:
1. Plan content and coordinate logistics for related CHAMPS distance learning events (webinars, collaborative video meetings, etc.), face-to-face trainings, and/or annual conference sessions, including tracking related participants/outcomes.
2. Enhance, maintain, promote, and ensure the continuity of related areas of the CHAMPS website, including content development/review.
3. Develop related content for newsletter articles, social media posts, etc.
4. Facilitate peer network of Region VIII SPCA staff who are COVID-19 points of contact, and develop and maintain partnerships with federal, regional, and state partners, agencies, and other entities as appropriate in related areas to build support; determine needs; share resources, challenges, and best practices; and identify collaborative opportunities.
5. Attend related partner-led events and trainings as appropriate; disseminate information about related partner resources, events, trainings, etc. to Region VIII health centers and SPCAs as appropriate.
6. Work with CHAMPS staff, Region VIII health centers and SPCAs, and other partners as appropriate to identify related gaps in knowledge, training needs, etc.
7. Identify and develop new and/or updated related trainings, materials, resources, to meet regional needs.
8. Provide related written program updates for CHAMPS governing and advisory bodies as requested (Executive Committee, Board of Directors, Mountain/Plains Clinical Network Steering Committee, etc.).
9. Design and maintain advertising materials for related CHAMPS events, products, resources, and services.
10. Compile data and conduct basic data analysis of HRSA COVID-19 Health Center Survey Reports; develop and distribute relevant information on a variety of issues and topics.
11. Assist with grant/Cooperative Agreement writing, tracking, and reporting for related areas.
12. Assume other responsibilities as assigned by CHAMPS Directors.
13. When identified, bring compliance concerns to the attention of the CHAMPS Corporate Compliance Team.

Desired Qualifications:
1. Bachelor’s degree in appropriate field.
2. Two years of experience in the fields of nonprofit, public health, and/or health care preferred.
3. Knowledge in the areas of public/population health, community health centers, emergency preparedness, health education, and/or basic data analysis preferred.
4. Ability to work with minimal supervision and maximum accountability.
5. Excellent organizational, time management, and implementation skills, and commitment to quality.
6. Strong written and verbal communication skills which includes but is not limited to editing and proofing written work and delivering presentations to groups varying in size.
7. Excellent computer skills, particularly with all Microsoft Office software, including Word, Excel, Outlook, and Access. Experience with website content management software including WordPress, and online meeting and learning platforms including Zoom and GoToWebinar. Experience with graphic design tools such as Easel.ly or Canva a plus.
8. Ability to build credibility and trust with members and partners and maintain productive relationships.
9. Ability to work as a team member with individuals from varied professional backgrounds and diverse cultures.
10. Ability to thrive in a complex and rapidly changing environment.
11. Ability to work with customer/client groups and/or experience in membership organizations.
12. Awareness of, and value for, cultural competence.
13. Fluency in written and spoken English.
14. Ability to work from home.
15. Physical ability to stoop, kneel, bend, use a computer, and perform light lifting.

CHAMPS is a membership organization that places a high value on member relations and customer service. The successful Programs Coordinator, COVID-19 Response will display sound judgment; relate well to the public and staff; be responsive to and respectful of member needs; have a professional demeanor; prioritize customer satisfaction; and be well organized.

Category:                  Part-Time (0.25 - 0.5 FTE), Temporary, Non-Exempt
Responsible to:           Clinical Quality Improvement Director
Supervises:               N/A

CHAMPS is an equal opportunity employer, offers a casual work environment, and a competitive salary (DOE). This is a part-time, temporary position and is not eligible for most benefits.

Please provide resume, cover letter, salary requirements, and responses to the following:

1. This job requires completion of multiple tasks with competing deadlines. Describe your experience with completing multiple tasks for multiple people and your approach to this challenge, including how you prioritize tasks.
2. CHAMPS strives to achieve a high level of customer satisfaction in all of our activities. Please describe at least one example of how you would ensure a high level of customer satisfaction among internal staff, members, and external partners.
3. What does community health mean to you?

Applications due by close of business on July 24, 2020. Applications accepted only via e-mail to Jen Anderson. No phone calls, faxes, or U.S. mail.

E-mail address: jen@champsonline.org