

COMMUNITY HEALTH ASSOCIATION OF MOUNTAIN/PLAINS STATES (CHAMPS)
Programs Coordinator, Pandemic Recovery and Preparedness

Overview:

Community Health Association of Mountain/Plains States (CHAMPS) is seeking a part-time, limited-term, non-exempt, Programs Coordinator for Pandemic Recovery and Preparedness. 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, Pandemic Recovery and Preparedness must be self-motivated, able to manage multiple tasks and work with diverse people. The Programs Coordinator, Pandemic Recovery and Preparedness is responsible for the coordination and implementation of CHAMPS' COVID-19 response and recovery programs and provides support for public health, emergency preparedness, and other CHAMPS activities as needed. The position FTE will be established between ten to sixteen hours per week, as determined by the organization and the applicant selected. This is a limited-term position through April 30, 2023.

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; write regular HRSA PCA COVID-19 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.

Job Qualifications:

1. Strong organizational, time management, and implementation skills, and commitment to quality.
2. Strong written and verbal communication skills which includes but is not limited to editing and proofing written work.
3. Solid computer skills, particularly with all Microsoft Office software, including Word, Excel, Outlook, and Access.
4. Ability to facilitate group discussions and deliver presentations to groups varying in size.
5. Experience with website content management software such as WordPress.
6. Proficiency with online meeting and learning platforms including Zoom and GoToWebinar.

7. Experience with graphic design tools such as Canva a plus.
8. Ability to work with minimal supervision and maximum accountability.
9. Ability to build rapport, credibility, and trust with members and partners and maintain productive relationships.
10. Ability to work as a team member with individuals from varied professional backgrounds and diverse cultures.
11. Solid knowledge of, and value for, cultural competence and diversity, equality, equity, and inclusion.
12. Ability to thrive in a complex and rapidly changing environment.
13. Ability to work with customer/client groups and/or experience in membership organizations.
14. Fluency in written and spoken English.
15. Ability to work from home.

Training/Education: Bachelor's degree in a related field

Experience:

1. Two years of experience in the fields of nonprofit, member services, public administration, and/or health care preferred.
2. Knowledge in the areas of public/population health, emergency preparedness and response, health policy, health education, and/or basic data analysis preferred.

Working Environment and Physical Activities:

1. General office environment.
2. Remote work opportunity. However, employees must reside in the state of Colorado.
3. Ability to travel. This position may require travel to meetings in the Region VIII (CO, MT, ND, SD, UT, WY) states on occasion. Additional travel may also be required, with approximately one in-state overnight trip per year and/or one or two out-of-state overnight trip per year.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Salary Range: \$20 - \$24 per hour depending on experience.

Full-Time Equivalency (FTE): 0.25 – 0.40 FTE

Benefits:

CHAMPS provides part-time (0.25 – 0.40 FTE) employees benefits that include:

1. 401K retirement plan.

Please provide resume, cover letter, 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 **Monday, July 26, 2021**. Complete applications accepted only via e-mail to Jen Anderson. No phone calls, faxes, or U.S. mail.

E-mail address: jen@championline.org