

COMMUNITY HEALTH ASSOCIATION OF MOUNTAIN/PLAINS STATES (CHAMPS)
Programs Coordinator, Health Center Workforce

Overview:

Community Health Association of Mountain/Plains States (CHAMPS), a Denver-based non-profit organization, is seeking a full-time, non-exempt, Programs Coordinator for Health Center Workforce. In order to be considered for the opening, you must submit a complete application via email (see below for full details).

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 and training to these health centers serving underserved communities in collaboration and partnership with Region VIII State Primary Care Associations (SPCAs). The Programs Coordinator must be self-motivated, able to manage multiple tasks and work with diverse people, carry a heavy workload, and travel. The Programs Coordinator, Health Center Workforce is responsible for the coordination and implementation of CHAMPS' programs in support of health center staff recruitment and retention and health professions education and training (HP-ET), and provides support for other CHAMPS activities.

General Duties:

1. Plan content and coordinate logistics for related distance learning events (webinars, podcasts, collaborative video meetings, etc.), face-to-face trainings, annual conference sessions, etc.
2. Enhance, maintain, promote, and ensure the continuity of related areas of the CHAMPS website, including content development and review.
3. Develop and distribute related e-bulletins.
4. Develop related content for newsletter articles, social media posts, etc.
5. Coordinate health center recruitment activities, including maintaining the CHAMPS Job Opportunities Bank (JOB), developing JOB-related metrics, marketing health center careers through the development of promotional materials and electronic outreach, hosting and/or attending related events/job fairs (both locally and nationally), etc.
6. Facilitate peer networks of Region VIII SPCA recruitment and retention/workforce staff and health professions education and training (HP-ET) staff, and develop and maintain partnerships with federal, regional, and state partners and other entities as appropriate in related areas, in order to: build support; determine needs; identify patterns and barriers; share resources, challenges, and evidence-based and promising practices; and identify collaborative opportunities.
7. Create connections with local, state, regional, and national medical and other schools and training centers and represent CHAMPS/Region VIII health centers while serving as a liaison to these institutions in order to strengthen the health center workforce pipeline.
8. Attend related partner-led events and trainings as appropriate.
9. Design and maintain advertising materials for related CHAMPS events, products, resources, and services.
10. Compile related data and conduct basic data analysis; develop and distribute relevant information on related issues and topics.
11. Work with CHAMPS staff, Region VIII health centers and SPCAs, and other partners as appropriate and utilize related data analysis to identify challenges/barriers, gaps in knowledge, training needs, etc.; identify and develop new and/or update related trainings, materials, and resources to meet regional needs.
12. Provide related written program updates for CHAMPS governing and advisory bodies as requested.
13. Augment and maintain CHAMPS database of contacts at health professions educational institutions; identify human resources, workforce development, and HP-ET contacts at Region VIII health centers and SPCAs for inclusion in the Region VIII contacts database.
14. Provide support for additional CHAMPS workforce development and other programs and activities (e.g., supervisor/manager trainings, biennial salary survey/reports, Region VIII

PCA/PCO/HRSA conference calls, board meetings, cross-training to back-up other CHAMPS staff tasks, etc.).

15. Maintain related procedures documents.
16. Achieve, track, and report outcomes for related work plan activities (e.g., related to participation, evaluation, etc.).
17. Assist with other grant/Cooperative Agreement writing, tracking, and reporting as requested.
18. Assist with achieving, tracking, and reporting CHAMPS Strategic Plan goals, objectives, strategies, etc.
19. Participate on cross-company committees as assigned.
20. Assume other responsibilities as assigned by CHAMPS Directors.
21. When identified, bring compliance concerns to the attention of the 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, Access, Power Point, and Outlook.
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. Experience with email marketing software such as MailChimp a plus.
9. Ability to work with minimal supervision and maximum accountability.
10. Ability to build rapport, credibility, and trust with members and partners and maintain productive relationships.
11. Ability to work as a team member with individuals from varied professional backgrounds and diverse cultures.
12. Solid knowledge of, and value for, cultural competence and diversity, equality, equity, and inclusion.
13. Ability to thrive in a complex and rapidly changing environment.
14. Ability to work with customer/client groups and/or experience in membership organizations.
15. Fluency in written and spoken English.
16. Ability to work both from home and from the CHAMPS offices.
17. Proof of being fully vaccinated against COVID-19 or have a qualified exemption.

Training/Education: Associate's degree required; Bachelor's degree preferred.

Experience:

1. Two years of experience in the fields of nonprofit and/or health care preferred.
2. Knowledge in the areas of workforce development, staff recruitment and/or retention, and/or basic data analysis preferred.

Working Environment and Physical Activities:

1. General office environment.
2. Ability to travel. This position may require travel to meetings in 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(s) per year.

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

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

Benefits: CHAMPS provides a generous, comprehensive benefits package that includes:

1. Health, dental, and vision insurance plans.
2. Life, AD&D, and long-term disability insurance plans.
3. 401K retirement plan.
4. Employee Assistance Program (EAP).
5. Paid leave including vacation, sick, and holiday.

Category: Full-Time (1.00 FTE), Non-Exempt

To apply, please provide resume, cover letter (indicating where you saw our posting), 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, September 20, 2021**. **Applications accepted only via e-mail to andrea@championline.org**. No phone calls, faxes, or U.S. mail.