



Position Announcement
Part-time Project Coordinator (approximately 20 hours/week)
School Health Access Collaborative

Public Health Institute of Metropolitan Chicago (PHIMC) seeks an individual to support the development of the School Health Access Collaborative (SHAC). SHAC seeks to improve the school health services infrastructure in order to provide comprehensive, coordinated, and sustainable care for Chicago students. SHAC is comprised of a broad range of stakeholders including health care providers, policy experts, school health advocates, school health providers, and community-based organizations working in partnership with Chicago Public Schools (CPS) and Chicago Department of Public Health (CDPH). This is a part-time position for approximately 20 hours per week.

PHIMC enhances the capacity of public health and health care systems to promote health equity and expand access to care. Through organizational development, system transformation, fiscal management, and program implementation, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC tackles critical health challenges in partnership with public health departments and other government agencies, community-based organizations and advocacy groups, academic and grant-making institutions, and health care providers and associations.

Duties include the following:

- Lead the implementation of a the new School Health Access Collaborative
- Develop a theory of change to inform project goals and objectives, infrastructure, and governance structure
- Conduct local and national landscape of best practices in school health services delivery and sustainability
- Design and implement a strategy for improving data-sharing across health and education systems in Chicago
- Engage cross-sector partners to forward the SHAC a vision and mission
- Create and implement communications activities to promote SHAC
- Participate in promotional activities for the project
- Provide training and technical assistance to SHAC members
- Organize and facilitate SHAC meetings
- Manage working committees to meet project deliverables
- Complete administrative responsibilities related to the project

Required qualifications:

- Master's degree and two years' experience in public health, health, or social work; or a bachelor's degree and five years' experience in managing or coordinating public health programs
- Strengths in research, partnership development, and communications
- 3-5 years of experience in child, adolescent, and/or school health
- Flexibility and ability to manage multiple projects
- Ability to work independently
- Excellent oral and written communication skills
- Highly proficient with Microsoft Office and general computer skills

PHIMC is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. Address cover letters to Hiring Committee and email with a resume to jobs@phimc.org with "**Project Coordinator**" in the subject line. No phone inquiries will be accepted.