



**Position Announcement**  
**Program Director, Proviso Partners for Health**

Public Health Institute of Metropolitan Chicago (PHIMC) seeks an individual to manage and coordinate Proviso Partners for Health (PP4H). PP4H is a multi-sector coalition working to improve health and economic opportunity in the Proviso Township and Maywood region through policy, systems, and environmental (PSE) change. This position is full time and the person will serve as the lead on the PP4H project and work closely with community partners to advance the goals of the collaboration.

PP4H is a community developed and driven approach to improving health and addressing health equity. The coalition partners work closely with Loyola University Chicago Stritch School of Medicine and Loyola University Health System. Through shared leadership and power, innovation and social enterprise, leveraged resources an assets, and leadership development, PP4H works for healthier communities. Partners from businesses, daycare centers, schools, healthcare systems, and social service organizations work collaboratively to implement PSE change strategies. PP4H's work is organized into six hubs:

- Tobacco-Free Living
- Built Environment and Community Safety
- Food Justice
- Elementary Education
- High School Education
- Community Leadership Academy

The Program Director will spend their time working closely with all project partners and provide project, fiscal, and operational management for PP4H. A significant component of managing the project is to build and manage local collaborative workgroups by leveraging the skills, expertise, and available resources of existing local organizations and stakeholders. The Program Director will oversee all consultants and contractors to ensure contracts and agreements are executed and implemented to the satisfaction of all grant guidelines.

PHIMC serves as the organizational home for PP4H. The PP4H Program Director will report to Blair Harvey, PHIMC Deputy Director of Strategy and Partnerships and work closely with Lena Hatchett Director, Community and University Partnerships, Loyola University Chicago Stritch School of Medicine

PHIMC responds to critical health challenges by improving public health capacity and enhancing health care systems. Through program implementation, organizational development, and fiscal management, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC partners 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.

**Primary responsibilities include the following:**

- Plan, direct, coordinate, monitor, and lead PP4H activities to ensure that goals, objectives, and all milestones of the project are accomplished within the prescribed time frame and funding parameters.
- Establish work plans, budgets, and staffing, as well as assign duties, responsibilities, and scope of authority for each phase of the project.
- Facilitate communication between the primary workgroup, respective organizational leadership, funders, and stakeholders.
- Oversee budgets, manage grants, communicate with funder, and ensure financial accountability.
- Ensure implementation and use of culturally and linguistically relevant and competent programming.
- Review status reports prepared by project personnel and modify schedules or plans as required.
- Prepare and review project reports for presentation to stakeholders at all levels.
- Coordinate activities of governmental organizations, private sector business interests, non-profit and educational institutions as necessary.
- Coordinate with the Public Relations and Marketing subgroup on public outreach, press releases, public presentations of the work and web site development and content.
- Research and obtain grant funding as needed to ensure the required match is met, as well as to support program sustainability.
- Network with local, regional, state and national agencies; educational institutions; non-profit organizations; and private sector business interests for future program development.
- Ensure compliance and performance with all grant-related policies and procedures as well as ensure the confidentiality of any and all patient data in accordance with HIPAA regulations.

**Knowledge, Skills, and Abilities:**

- An understanding of community and population health and a passion for developing solutions in these areas
- Familiarity with PSE approaches and coaching individuals on how to work in this area
- Experience in or knowledge of community development, health equity, and social justice
- Strong program management, implementation, and organizational skills to manage multiple projects
- Demonstrated adaptive leadership and/or change management experience
- Experience working with health systems at the local and/or national level, Chicago-area leadership experience preferred
- Ability to work effectively with a wide range of constituencies in a diverse community
- Experienced at building effective partnerships with diverse stakeholders
- Strong analytic ability; must be able to collect, analyze, manipulate, interpret, report, and utilize data
- Outstanding relationship-building and interpersonal skills
- Flexibility to work nights and weekends if needed
- Excellent written and verbal communications skills to a variety of audiences via multiple methods
- Work at the highest level of integrity, honesty, fairness, and openness

**Education and Experience:**

- 5-7 years of progressive project management and community development experience.
- Bachelor's Degree required, Master's Degree preferred

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](mailto:jobs@phimc.org) with "PP4H Program Director" in the subject line. No phone inquiries will be accepted.