



**Position Announcement**  
**Program Manager, Healthy Chicago Equity Zone Initiative**

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a Program Manager to support the Healthy Chicago Equity Zone (HCEZ) initiative. Working in partnership with Chicago Department of Public Health (CDPH), PHIMC's role is to serve as the coordinating body to bring together multiple stakeholders to support the shared vision and common goals of the HCEZ. The Program Manager will lead implementation of the initiative and support capacity-building assistance to six HCEZ Regional Lead organizations. This is a newly created grant funded, full-time position through May 31, 2023. The position could be extended pending available funding. This role reports to the HCEZ Program Director.

**About Healthy Chicago Equity Zone (HCEZ) Initiative**

PHIMC's partner and funder, CDPH leads the citywide HCEZ whose central goal is to achieve greater racial and health equity in Chicago. Health equity zones are community-based infrastructure systems designed for public health investments to ensure every neighborhood has an equitable and just opportunity for health and well-being. HCEZ-led work involves strengthening the capacity of local community-based organizations to implement these interventions. Integral to the success of the HCEZ initiative are transformational goals of fully integrating anti-racist systems and policy changes to improve the quality of life of people most affected by inequities. The Chicago Health Equity Ecosystem is CDPH's newly established framework that engages HCEZ Regional Leads and cross-sector stakeholders committed to advancing racial and health equity, and supporting the impact and sustainability of the HCEZ initiative.

**About PHIMC**

PHIMC enhances the capacity of public health and healthcare 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 community-based organizations and advocacy groups, academic institutions, and healthcare providers. PHIMC promotes equity in all its work, and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. All PHIMC staff are expected to support this work.

**PHIMC Culture**

PHIMC promotes equity in all its work, and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. All PHIMC staff are expected to support this work. At PHIMC, all employees are expected to hold and demonstrate equity at the core of their approach to their work and to strive to build authentic relationships with colleagues and partners that are rooted in empathy and inquiry. PHIMC is committed to recruiting and supporting a workforce that is passionate, trusted, and well informed on issues critical to the organization. PHIMC believes its most valuable resource is its people and invests in employees' growth and success. Come work with passionate colleagues in a supportive environment as we strive to improve health and racial equity in Chicago communities.

**Position Summary**

The Program Manager is primarily responsible for developing and managing HCEZ infrastructure and capacity-building programming that will strengthen the managerial, fiscal, and administrative capacity of six community-based organizations serving as HCEZ Regional Leads. The position will also assist in managing a

team of PHIMC staff and subcontractors that build HCEZ supportive systems and provide technical assistance to advance HCEZ Regional Leads' hyper-local planning and implementation activities. The successful applicant will have a proven track record that demonstrates an ability to effectively manage complex projects and initiatives involving organizational development and capacity-building activities that serve the needs of community-based organizations.

### **Responsibilities and Key Activities**

The Program Manager will carry out the following responsibilities.

#### **HCEZ Infrastructure Development and Capacity Building Systems (40%)**

- Develop and manage with PHIMC HCEZ team supportive systems, shared infrastructure, technical assistance, communications, and a peer learning collaborative,
- Coordinate and oversee PHIMC HCEZ team that provides services to support Regional Leads' community-led planning activities for place-based interventions.
- Establish and manage day-to-day processes, work flows, and efficient communication systems with Regional Leads, and monitor program goals and progress against the initiative's workplan
- Support and work with PHIMC Data Strategist on a system for gathering data to assess how well the HCEZ infrastructure and capacity-building services are functioning and how well the PHIMC HCEZ team is providing responsive, high-value support to HCEZ Regions
- Develop tools and processes related to the long-term sustainability of the HCEZ model
- Ensure that PHIMC performance standards and values are incorporated into all aspects of the HCEZ infrastructure and its operations

#### **Backbone Team Management (40%)**

- Assist in the management of PHIMC's HCEZ staff and team of consultants and subcontractors. Supervise and support the Program Coordinator who supports the implementation of the project.
- Serve as team builder and coach to support communication and alignment across HCEZ team members and ensure team members are clear on expectations, roles, and responsibilities.
- Assist PHIMC team members to manage subcontractor relationships, monitor progress, oversee work flow and subcontractors' work products, and troubleshoot issues as they arise.
- Lead internal PHIMC HCEZ staff team meetings to coordinate and oversee work flow and monitor progress against the initiative's workplan.
- Working closely with PHIMC's Communications Director and HCEZ Program Director, assist with external communications messaging and public visibility of PHIMC's leadership role on the HCEZ initiative.

#### **Administrative (15%)**

- With PHIMC Data Strategist, develop and maintain tools for monitoring and tracking progress
- Prepare and present status updates and periodic progress reports and milestones to CDPH leadership, PHIMC leadership, and HCEZ Advisory Committee, as needed.
- Work with HCEZ Program Director and PHIMC Finance team on the submission and approval of reimbursement vouchers from subcontractors and consultants. Develop and monitor administrative processes and procedures to ensure accountability to the project's funder.
- Monitor and track incidental project expenses, including local travel and meeting materials.

#### **Relationship Management with HCEZ Regional Leads and CDPH (5%)**

- Support HCEZ Program Director with relationship management with HCEZ Regional Lead organizations and CDPH's HCEZ staff and leadership.

- Maintain regular communication with Program Director and CDPH on progress, milestones, escalations, and critical decisions.
- Co-facilitate project management team meetings with CDPH HCEZ leadership and support the coordination of external CDPH meetings.
- When needed, assist HCEZ Program Director to collaborate with other CDPH divisions on the execution of the HCEZ infrastructure and support services, including but not limited to CDPH Communications and CDPH Health Equity in All Policies

### **Preferred Candidate Qualifications**

- Minimum eight years managing public health or community-based initiatives, including managing both program content and budget elements.
- Strengths in program and fiscal management in dynamic environments demanding a balance of good decision-making and identifying real time adaptations.
- Proven ability to coordinate multiple components of a complex project and meet deadlines, while not compromising relationship building.
- Strengths in project management and implementation, preferably in environments requiring flexibility to manage start-up, development, and execution of multi-stage projects
- Experience managing workflow and relationships with implementation teams, including subcontractors and community-based organizations
- Creative problem solving to engage challenges that arise during program implementation and ability to respond effectively and with cultural fluency to any changes in programming or project requirements.
- High sense of agility and flexibility. Creative problem solving to engage challenges that arise during program implementation and responding effectively to change.
- Ability to interpret data, especially in the context of informing decisions for program and process improvement
- Excellent oral and written communications skills, including strong interpersonal communication skills
- Experience developing and sustaining relationships with diverse community partners
- Highly collaborative working style and fluency facilitating discussions and convening meetings with partners.
- Committed to diversity, equity, and inclusion, with a focus on racial equity
- Expertise in using Microsoft Office and Teams programs.
- Master’s or Bachelor’s degree in public health, urban planning, public policy, or a related field

Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-confirming individuals. We are committed to building teams that reflect the diversity of our candidates, and to building equitable and inclusive environments that fully leverage the skills, potential, and unique perspectives of our employees. PHIMC requires all staff to show proof that they are fully vaccinated for COVID-19 or to request a medical or religious exemption.

**Salary Range:** \$70,000-\$75,000, commensurate with experience.

Address cover letters to Hiring Committee and email with a resume to [jobs@phimc.org](mailto:jobs@phimc.org) with “Program Manager – HCEZ Initiative” in the subject line. Applications will be accepted until the position is filled. Interviews for selected candidates will begin in mid-May. No phone inquiries will be accepted.