



Position Announcement

Program Coordinator, Regional Substance Use Prevention Integration Centers (RSUPIC) Program

About Public Health Institute of Metropolitan Chicago

The Public Health Institute of Metropolitan Chicago (PHIMC) is a pivotal organization dedicated to creating compassionate, affirming, and racially equitable systems to enhance health and well-being for everyone. PHIMC's mission is to align people, strategies, and resources to strengthen public health and advance health justice through innovative and collaborative methods.

To address critical health challenges, PHIMC collaborates extensively with various entities, including public health departments, government agencies, community-based organizations, advocacy groups, academic institutions, grant-making bodies, healthcare providers, and associations. This approach ensures a comprehensive and inclusive strategy for tackling health issues. Central to PHIMC's ethos is its commitment to equity, which permeates all aspects of its work.

Recognizing its workforce as its most valuable resource, PHIMC is dedicated to recruiting and nurturing a passionate, trustworthy, and well-informed team. The focus is on the growth and success of its employees, as they are integral to achieving PHIMC's goal of improving health and racial equity in Illinois communities. Employees are encouraged to build authentic relationships based on empathy and inquiry, both with colleagues and partners. This nurturing and supportive work environment is ideal for individuals passionate about impacting public health and racial equity. PHIMC has instituted a hybrid workplace, where staff are expected to work from the office three days a week.

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a Program Coordinator to support the RSUPIC Program. The Program Coordinator will support the RSUPIC Program Manager and additional program staff. The position is a grant-funded, full-time position that reports to the Program Manager—RSUPIC, Youth Substance Use Prevention.

About RSUPIC Program

The Illinois Department of Human Services Division of Substance Use Prevention and Recovery's Bureau of Prevention Services has collaborated with the Division of Family and Community Services' Office of Community and Positive Youth Development to launch the **Regional Substance Use Prevention Integration Center**. Through this new program, PHIMC is the lead organization for the City of Chicago. PHIMC seeks to increase the capacity of institutions, organizations, and providers to address substance use and misuse among adolescents. PHIMC's program will add to and build on existing substance use prevention strategies and apply these strategies locally through collaboration, training, and support of integration activities that improve young people's overall health and well-being.

Position Summary

The Program Coordinator plays a supportive and administrative role in the RSUPIC Program, whose core function is to assess and integrate substance use prevention into existing youth-serving programs within the Chicago region service area. The position will support outreach to organizations to join the program's local community advisory board, partnership development with other substance use programs, and

development and implementation of training and technical assistance tools and resources. The position works closely with the RSUPIC Program Manager and program staff to coordinate meeting logistics, support content development of training and TA materials with an equity lens, and maintain communication systems to support regular convenings and ongoing work of internal teams, external partners, and stakeholders.

Responsibilities and Key Activities

The Program Coordinator will carry out the following responsibilities in collaboration with PHIMC's RSUPIC team.

Content Knowledge and Program-Specific Responsibilities

- Contribute knowledge of prevention services, substance use prevention, youth development and leadership, and/or training development to support the program.
- Support the launch and implementation of the training and technical assistance tools and resources to integrate Center for Substance Abuse Prevention (CSAP) strategies within existing youth-based programs.
- Assist the Program Manager and staff with activities, including assessing capacity and training needs and observing existing youth programs.
- Prepare and send verbal & written communication internally and externally
- Design and coordinate programmatic time management
- Employ strong organizational skills to coordinate all program activities, partner relationships, and grant deliverables
- Engage in proactive, creative problem-solving to address barriers and challenges to strengthen PHIMC's technical assistance services

Organization and Orchestration

- Proven ability to coordinate multiple projects on a timeline in environments requiring flexibility to manage the start-up, development, and execution of multi-stage projects
- Self-structuring with excellent follow-through on assignments
- Comfortable taking direction and seeking help when needed
- Effectively and quickly pivots to adapt to changing circumstances

Program and Meeting Management

- Experience in meeting management and providing administrative support to a community advisory group, including;
 - managing member communications,
 - agenda planning,
 - meeting logistics.
- Support program evaluation and data collection activities
- Conducts program and fiscal monitoring and prepares project reports as needed
- Oversees contract administration process to support any subcontractors

Communication and Relationship Building

- Develops and/or sustains relationships with RSUPIC community partners as well as other regional lead organizations, volunteers, and other nonprofits as they pertain to meeting the scope of the project
- Develop and/or sustain relationships with youth-based programs under the Office of Community and Positive Youth Development and other Chicago youth-based programs.
- Centers equity and inclusion in all communications and relationship-building
- Supports project meetings inside and outside of PHIMC aligned to meet project deliverables

- Prepares reports and slide decks as needed for meetings
- Excellent interpersonal, organizational, and communication skills and experience developing and sustaining relationships with diverse community partners.

Other Duties as Assigned

Preferred Qualifications

- Experience in public health prevention or a related field such as health education, public administration, policy, planning, psychology, or social work **OR** four or more years experience in community organizing, coalition building, community outreach, youth services, other prevention fields (e.g., violence, sexual abuse, teen pregnancy, etc.), case management/treatment, program development, interviewing/assessment, and/or presenting/facilitating training.
- A passionate advocate of health equity and racial justice and committed to diversity, equity, and inclusion, and PHIMC's Diversity, Equity, and Inclusion (DEI) goals.
- Highly proficient with general computer skills and Microsoft Office, and preferably familiarity with Teams programs. Expertise in graphic design programs desired.

Qualified applicants are considered for employment regardless of 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-conforming individuals. We are committed to building teams that reflect the diversity of our candidates and to building equitable and inclusive environments that fully leverage our employees' skills, potential, and unique perspectives.

Compensation: Salary range \$45,000-50,000 commensurate with experience. PHIMC offers a competitive benefits package.

To apply, please submit a cover letter and resume. In your cover letter, please include how you learned about the position, what interests you in the role, what you have to offer, and how your skills and qualifications align. Address cover letters to the Hiring Committee and email them with a resume to jobs@phimc.org with "Program Coordinator – RSUPIC " in the subject line. Applications will be accepted until the position is filled. No phone inquiries will be accepted.