

NOW HIRING

Engagement Specialist (Remote)

ABOUT COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH (CCPH)

Established in 1997, CCPH is a nonprofit membership organization promoting health equity and social justice through community partnerships and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray, and play. We collaborate with partners whose mission aligns with our vision. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure that the reality of community engagement and partnership matches the rhetoric.

Join our team of dedicated professionals applying their expertise and creativity to advance health equity and social justice through partnerships.

ABOUT THE POSITION

The Engagement Specialist will provide coordination and project management support to Community-Campus Partnership for Health's (CCPH) programs and projects related to community engagement, administrative goals, and priorities. The Engagement Specialist will work closely with various team members to implement and coordinate CCPH community engagement initiatives, partnership development strategies, marketing and communications initiatives, and community outreach.

The Engagement Specialist will also be assigned to various projects to implement capacity-building, training, and technical assistance strategies to successfully manage multiple program domains in collaboration with the CCPH staff. The ideal candidate must be able to work and communicate with diverse populations effectively and professionally. They must also be able to manage a dynamic project, write clearly, and provide overall day-to-day project direction to interns.

Candidates must have a strong background in community research, community engagement, partnerships, project management, training and facilitation, and the ability to work in a cross-functional environment. The candidate should be committed to the success of partners and an environment that acknowledges, encourages, and appreciates diversity and will work effectively, respectfully, and collaboratively in diverse, multicultural, and inclusive settings.

WHAT YOU'LL BRING

- A commitment to applying a social justice lens to the programmatic work
- A desire to continually learn, seek diverse perspectives, and opportunities for self-growth
- Attention to detail, ability to take direction, and a commitment to quality work
- A desire to use community and equity-centered approaches move the work forward
- A commitment to building and promoting the CCPH voice and identity to develop positive relationships with our partners and community

WHAT YOU'LL DO

- Establish and maintain open and clear communication and information sharing at all levels to facilitate and support the implementation of programmatic initiatives.
- Develop plans, monitor, and manage multiple small to large projects.
- Work collaboratively as part of a team to design and implement the capacity-building and technical assistance strategy in alignment with program goals and priorities.
- Compile survey data, assist with implementing dissemination activities, and track the progress of milestones.
- Develop and schedule meeting agendas, take business minutes, manage project files, schedule meetings, and distribute weekly updates.
- Support leadership in coordinating partnerships, technical assistance development, and other initiatives to accomplish CCPH goals.
- Develop and facilitate a strategy for strong community involvement and impact.
- Suggest innovative plans and processes to improve program functions.
- Help develop, facilitate, and promote community engagement training programs.
- Support curriculum development efforts.
- Support the evaluation manager in tracking, recording, and compiling program performance data.
- Contribute to marketing and communications activities to promote CCPH's work.
- Participate in other projects and activities as appropriate and assigned.

DESIRED SKILLS & EXPERIENCE

- Outstanding leadership and organizational skills, as well as excellent interpersonal skills
- Excellent oral, written, and presentation skills; fluency in Spanish is a plus.
- Ability to take initiative, balance multiple projects, and work autonomously and as a team member.
- Strong problem-solving, adaptability, and customer service skills.
- Excellent computer skills: MS Office Suite, Google Dashboard; knowledge of training technologies and formats. Graphic design and social media experience are a plus.
- Knowledge of and experience with in-person and online training, videoconference (Zoom), webinar software (Zoom, Skype, MS Teams, GoToMeeting), training technologies, platforms, and tools; WordPress a plus.
- Comfortable working in a remote setting.

QUALIFICATIONS

- Bachelor's Degree in Public Health, Social Work, Health Education, Nonprofit Management, Public Administration, or a related field. A Master's Degree in a related field is a plus.
- Minimum of three (3) years of experience in community engagement or project management, with increasing scope and independence; one (1) year of directly related experience in community-based research, community advocacy, or outreach working with faculty in an academic environment is a plus.
- Experience working on or with a community-centered nonprofit organization.

Salary and Benefits: Competitive salary commensurate with experience and education. Medical benefits and paid leave are also provided (e.g., health insurance, dental coverage, and life insurance). This is a full-time position.

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