

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 partnerships between communities 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 coordinate and support CCPH projects and partnerships. The Specialist will work closely with community-based and academic partners, including universities, nonprofits, research institutes, colleges, community-based organizations, and more. They will take on multiple roles in these partnerships, including but not limited to facilitation, technical assistance, project management, relationship building, strategic planning, and budget management.

The Engagement Specialist will work closely with CCPH team members to develop and support specific partnerships and cross-organizational priorities related to planning, evaluation, communication, and community engagement. 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.

We are looking for candidates with a strong background in community research, community engagement, and/or community-campus partnerships. They must have experience with project management, training and facilitation, and the ability to work in a cross-functional or multidisciplinary 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.

We are currently seeking two Engagement Specialists. For one position, we are specifically interested in candidates who have experience with Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities (TCU), and historically Hispanic Serving Institutions (HSI).

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 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.

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

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 and/or project management, with increasing scope and independence; one (1) year of directly related experience in community-based research, community advocacy, or outreach connected to an academic environment is a plus.
- Experience working in or with a community-centered nonprofit organization.

DESIRED SKILLS & EXPERIENCE

- Outstanding leadership and organizational skills, as well as excellent interpersonal skills
- Excellent oral, written, and presentation skills; fluency in a language other than English 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 and experience with in-person and online training meeting and facilitation tools such as Zoom, MS Teams, GoToMeeting, and other platforms.Comfortable working in a remote setting.
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SALARY & 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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