

### **Job Announcement –Director, Immunization Initiative**

**The Immunization Initiative Director** will lead the Initiative's work which focuses on increasing immunization rates and decreasing the incidence of vaccine-preventable disease across the lifespan. The Immunization Initiative promotes the delivery of safe, effective and timely immunizations. The Initiative serves as the statewide Immunization Coalition, with particular focus on the Chicago-area and some efforts at the federal level. The Immunization Initiative partners with the Chicago Department of Public Health (CDPH), the Illinois Department of Public Health (IDPH) and other stakeholders to ensure that the public and providers have access to accurate, reliable information about immunizations. The Immunization Initiative also advocates for state and federal legislation that helps to expand the number of people fully immunized.

**The Immunization Initiative Director will supervise a Program Manager, Coordinator, other staff, contractors, and interns as needed. This position reports to the EverThrive Illinois Associate Director.**

#### ***The Immunization Initiative Director Responsibilities will include:***

- Leading program development activities including the creation, annual revision, and implementation of strategic plan for the Immunization Initiative.
- Developing and implementing the Initiative's vision.
- Fundraising, budget management, and reporting for the Immunization Initiative.
- Grant writing and fulfilling grant reporting requirements in conjunction with the Associate Director.
- Overseeing the Immunization Initiative's various community outreach and education efforts.
- Overseeing development and implementation of General Meetings and immunization seminars as well as being responsible for the staffing of the Steering Committee, Public Awareness Committee, Immunization Registry Committee, and the Adolescent Immunization Committee.
- Recruiting organizations and individuals to participate in Immunization Initiative efforts.
- Building and maintaining partnerships with funders and stakeholders.
- Overseeing the development and dissemination of a monthly Immunization Initiative electronic newsletter.
- Working with the media and policy makers on immunization issues.
- Overseeing coordination of outreach for CDPH and IDPH flu activities.
- Serving on EverThrive Illinois' Leadership Team, and acting as the liaison between the Immunization Initiative and the rest of EverThrive Illinois staff.

#### ***Job Requirements and Qualifications:***

- A Bachelor's degree and at least 5 years related experience. Master's degree preferred.
- Subject matter knowledge of immunization issues and/or child health issues preferred.
- Previous management experience and strong supervisory skills
- Strong leadership capabilities, high motivation, reliability, and dedication.
- Experience in coordinating, planning, and managing projects, budgets and events.
- Excellent oral and written communication skills.
- Ability to set priorities and work both independently and as part of a team.
- The ability to travel to local and out of town meetings frequently.

**Applications will be accepted until the position is filled.**

Salary is competitive. Comprehensive health and disability insurance, a retirement plan, and paid time off are provided. EverThrive IL is an equal opportunity employer sensitive to issues of race, class, culture, gender, and sexual orientation.

Please send a resume and cover letter to [resume@everthriveil.org](mailto:resume@everthriveil.org), Subject Line: *Application for Director, Immunizations Initiative.*

**No phone calls please.**