



JOB DESCRIPTION – ADOLESCENT HEALTH MANAGER

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

The Adolescent Health Manager is responsible for managing adolescent health program activities, with a focus on immunizations, school-based health, and emerging topics. The Adolescent Health Manager will report to the Capacity Building Director.

RESPONSIBILITIES

- Manage the design, execution, and evaluation of programming focused on adolescent health
- Develop data collection and evaluation plans to improve adolescent health programming
- Convene the Illinois School-Based Health Alliance Steering Committee, comprised of school-based health center (SBHC) staff, to solicit feedback on programmatic activities and strategic direction
- Collaborate with the Illinois School-Based Health Alliance Steering Committee to develop needs assessments and manage projects that strengthen the SBHC network in Illinois
- Facilitate public and provider education on adolescent health issues and priorities by:
 - Planning and hosting vaccine appreciation events that honor school vaccination champions
 - Authoring educational materials, including fact sheets, toolkits, or other resources that address the needs of SBHC staff
 - Hosting training or technical assistance opportunities
 - Leading the dissemination of educational materials
- Recruit for and launch an adolescent advisory council to gather feedback on adolescent health priorities from young people
- Lead communications on organizational adolescent health priorities, including our Illinois School-Based Health Alliance Newsletter
- Proactively scan the environment for emerging issues and opportunities related to adolescent health and overarching EverThrive IL priorities
- Represent the organization as a content expert on adolescent health
- Strengthen and establish new partnerships to advance the goals of EverThrive IL
- Proactively collaborate with community engagement and policy and advocacy teams
- Support adolescent health budget management, and grant writing and reporting
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree or minimum of 3-5 years of relevant experience
- Experience coordinating, planning, and managing projects

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- Experience with developing and hosting trainings or educational events
- Adolescent and/or school health subject matter expertise
- Experience building and maintaining coalitions
- Proficient computer skills, including familiarity with Microsoft Office and using virtual platforms

TALENTS AND COMPETENCIES

- Shows initiative and accountability
- Shows ownership and sound judgement in decision-making, including others in process as appropriate
- Uses effective oral and written communication skills
- Anticipates problems and adjusts approach to achieve results
- Understands audience and power dynamics when communicating and tailors communication accordingly
- Manages project logistics and activities, and communicates changes and progress
- Not discouraged by ambiguity; open to new ideas and processes
- Reacts well under pressure and shows courage to take action
- Drives innovative approaches to achieve program outcomes

EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$55,000 - \$60,000 based on experience and qualifications. This is a grant funded position July 1, 2022 to June 30, 2023, and continued employment is contingent on the receipt of grant funds.**

Excellent benefits include comprehensive health and disability insurance, paid parental leave, 401k retirement plan, paid sabbatical after five years of employment, and generous paid time off including the week off between December 25 and New Year's Day. New employees qualify for insurance benefits the first of the month after date of hire. We also offer a flexible remote home/office working arrangement.

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Application for Adolescent Health Manager. No phone calls please.