



JOB DESCRIPTION – COMMUNITY ENGAGEMENT 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 Community Engagement Manager is responsible for managing community engagement activities such as family advisory groups, managing events and supporting special projects across issue areas. This position will play a lead role working with the University of Illinois Center of Excellence Community Engagement CORE team leading the Community Advisory Board supporting their research priorities. The Community Engagement Manager will report to the Community Engagement Director. Our people are our greatest strengths—we seek individuals from diverse backgrounds who are collaborative, committed to health equity and are passionate about the mission.

RESPONSIBILITIES

- Manage the design, execution, and evaluation of programming focused on community engagement, including the University of Illinois Center of Excellence Community Advisory Board.
- Serve as the primary liaison between the Community Advisory Board members, UIC Center of Excellence research team and EverThrive IL staff.
- Develop creative family outreach and engagement plans aimed at engaging Advisory Board participants and communities of color disproportionately impacted by the Maternal Mortality crisis.
- Develop engaging agendas, coordinate training activities, and identify speakers to participate in CAB agendas as well as draft and disseminate meeting minutes to participants.
- Ensure families are engaged in programming and provide additional training and support to families as needed.
- Work with the CAB and Community Engagement CORE at UIC to host research engagement and dissemination events in community-based settings.
- Draft reports summarizing CAB Feedback in partnership with the Communications team.
- Manage project budget, track and process participant stipends, ensuring timely receipt of community member stipends.
- Develop data collection and evaluation plans to improve community engagement programming and meet grant requirements.
- Complete grant reports and applications as needed to support program funding.
- Represent EverThrive IL as a content expert on EverThrive's priority areas, including representation on coalitions and presentations.
- Identify opportunities to uplift stories of people with lived experience, including identifying community members to support advocacy opportunities and sharing community stories that connect people with EverThrive's mission and goals.
- Proactively scan the environment for emerging issues and opportunities related to community engagement priorities, improving the health of entire communities and populations.
- Proactively collaborate with capacity building, policy and advocacy and communications teams.
- Other duties as assigned.

QUALIFICATIONS

- 3-5 years working in communities or conducting community outreach
- Subject matter expertise, including birth equity
- Experience coordinating, planning, and managing projects; research experience preferred
- Experience gathering feedback from community stakeholders and using it to inform programmatic practices.

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- Proficient computer skills, including familiarity with Microsoft Office and using virtual platforms
- Bilingual abilities are a plus

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
- Comfortable with public speaking
- 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 \$59,000-\$63,000 based on experience and qualifications.**

Comprehensive health and disability insurance, a retirement plan, and generous paid time off are provided including the week of July Fourth and the business days between Christmas and New Years. We offer a flexible remote home/working environment with some travel required. Residence in Illinois is required. Our office is located in downtown Chicago but we encourage applicants living outside of the Chicagoland area. [Learn more about our organizational culture and benefits here.](#)

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

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