



JOB DESCRIPTION – HEALTH PROMOTION 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 Health Promotion Manager is responsible for leading the organization's activities related to health prevention and promotion, including immunization coalition and evaluation activities, health literacy, and adolescent health. The Health Promotion Manager will report to the Capacity Building Director.

RESPONSIBILITIES

- Manage the design, execution, and evaluation of programming focused on health promotion and prevention, including increasing vaccine confidence, health literacy, and adolescent health
- Lead stakeholder workgroups/coalitions that include health care providers, public health professionals, state and local government partners, and community members
- Facilitate public education on health promotion and prevention topics, including:
 - Planning and hosting in-person and virtual educational events, in partnership with EverThrive IL's community engagement team and partner organizations
 - Authoring educational materials, including fact sheets, toolkits, or other written communications that incorporate feedback from key partners and community members
 - Developing and launching social media campaigns on key health issues, including immunizations, contraceptive access, and health system navigation
 - Leading the dissemination of educational materials
- Identify and review public health data and use it to inform programmatic activities
- Develop and implement data collection and evaluation plans to improve EverThrive IL's health prevention and promotion programming and meet grant requirements
- Proactively scan the environment for emerging issues and opportunities related to overarching EverThrive IL priorities, and strengthen and establish new partnerships to advance organizational goals
- Represent EverThrive IL as a content expert on EverThrive IL's priority areas, including representation on coalitions and presentations
- Manage project budgets, track program spending, and process coalition participant stipends
- Complete grant reports and applications to support program funding
- Proactively collaborate with EverThrive IL's community engagement, policy and advocacy, and communications teams
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree or 3-5 years of relevant experience
- Experience coordinating, planning, and managing projects
- Public Health, Immunizations, Adolescent health, or health education subject matter expertise
- Experience building and maintaining coalitions/workgroups or community organizing
- Experience working with community stakeholders to gain feedback and use it to improve programmatic practices
- Proficient computer skills, including familiarity with Microsoft Office and using virtual platforms
- Ability to establish and maintain relationships with key public health stakeholders

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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 to apply. [Learn more about our organizational culture and benefits here.](#)

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