



## **JOB DESCRIPTION – IMMUNIZATION EQUITY 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 Immunization Equity Manager is responsible for leading the organization’s activities related to immunization coalition and evaluation activities. The Immunization Equity Manager will report to the Associate Director, Immunizations.

### **RESPONSIBILITIES**

- Manage the design, execution, and evaluation of programming focused on increasing vaccine confidence
- Establish and lead stakeholder workgroups/coalitions that include health care providers, public health professionals, state and local government partners, and community members
- Serve as the primary liaison for the Chicago Department of Public Health’s Healthy Equity Zone Program by:
  - Developing and maintaining relationships with Regional Leads
  - Recruiting Vaccine Champions
  - Designing and launching a Health Equity Advisory Council and subcommittees
- Facilitate public education that increases vaccine confidence by:
  - Planning and hosting vaccine education events, in partnership with community engagement team and partner organizations
  - Identifying or authoring educational materials, including fact sheets, toolkits, or other written communications
  - Leading the dissemination of educational materials
- Identify and review public health vaccination data and use it to inform programmatic activities
- Plan and host focus groups that elicit feedback from community on vaccination education needs and summarize findings.
- Support recruitment for immunization-related events led by the Community Engagement team
- 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 the organization as a content expert on increasing vaccine confidence
- Support budget management, grant writing and reporting
- Other duties as assigned

### **QUALIFICATIONS**

- Bachelor’s degree or 3-5 years of relevant experience
- Experience coordinating, planning, and managing projects
- Public Health or Immunization subject matter expertise
- Experience building and maintaining coalitions/workgroups
- Experience working with community stakeholders to gain feedback and use it to improve programmatic practices.

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- Proficient computer skills, including familiarity with Microsoft Office and using virtual platforms
- Ability to establish and maintain relationship with key immunization stakeholders

#### 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](mailto:resume@everthriveil.org). Subject Line: Application for Immunization Equity Manager. No phone calls please.