

Community-Campus Partnerships for Health

Promoting health through partnerships between communities and higher educational institutions

Job Description

PROGRAM DIRECTOR

General Duties/Description: The CCPH Program Director will develop, manage, and conduct activities within a variety of field and disciplines that further the core mission of Community-Campus Partnerships for Health (CCPH). This person is required to fully participate as a CCPH staff team member, including but not limited to upholding the mission and vision of the organization; abiding by policies and procedures set forth by the organization and the employing institutions; and conducting all work in a professional and ethical manner. The program director will administer projects and conduct original research relating to community-campus partnerships, community-engaged scholarship, and institutional and community policies and structures that build capacity and support for these partnerships. The program director is expected to stay abreast of current trends and issues in the fields of community-campus partnerships, community-engaged scholarship, health professions education, and training/technical assistance. Additional organizational support, supervisory duties, grant writing, research, outreach, and dissemination may be required. Specific duties and program areas will be determined by the CCPH Executive Director and are subject to change.

Specific duties/program areas include the following:

Community-Campus Partnerships and Community-Engaged Scholarship (80% FTE)

Program director will act as the lead staff member for projects related to community-campus partnerships (including those involving service-learning, community-based participatory research, and/or community and economic development) and community-engaged scholarship. Director will:

- Collaborate with CCPH members and external stakeholders to investigate and support community-campus partnerships and community-engaged scholarship
- Conduct and disseminate research on community-campus partnerships and community-engaged scholarship
- Conduct research on other topics related to CCPH mission as appropriate
- Provide relevant technical assistance and training to CCPH members and other constituents
- Write relevant reports, grant proposals, fact sheets and other documents
- Identify relevant resources for CCPH's clearinghouse
- Maintain relevant sections of CCPH's web site
- Identify relevant funding sources for program sustainability
- Moderate relevant CCPH electronic discussion groups
- Plan and conduct relevant presentations and workshops
- Provide supervision to staff, students, volunteers as appropriate

Organizational Assessment, Improvement and Capacity-Building (20% FTE)

Program director will support CCPH organizational capacity and mission by performing assessments, data collection, policy analysis, and exhibits/presentations as required. Director will:

- Provide staff support to board and executive director.
- Collaborate with CCPH members and external stakeholders to establish organizational and program priorities and strategic directions
- Identify relevant funding sources for organizational sustainability
- Work with executive director and CCPH staff to assess outcomes data collection, reporting and program delivery systems
- Write relevant reports, grant proposals, fact sheets and other documents

The current portfolio for this position includes the following programs:

- The Community-Engaged Scholarship for Health Collaborative (<http://depts.washington.edu/ccph/healthcollab.html>)
- The Engaged Institutions Initiative (http://depts.washington.edu/ccph/PM_081205.html#MessageFromExecDirector)
- The Examining Community-Institutional Partnerships for Prevention Research Project (<http://depts.washington.edu/ccph/researchprojects.html#ExaminingCommunityPartnerships>)
- The Annual CCPH Award Program (<http://depts.washington.edu/ccph/awards.html>)

Qualifications

A Master's degree in public health, public affairs, or related field is preferred. Two years relevant work experience required. Strong attention to detail and organizational skills. Ability to be resourceful, think and write critically, and analyze complex problems. Ability to work independently and as part of a team, and to manage multiple projects and competing deadlines. Must have strong skills in verbal, written and internet communication. Demonstrated interest or experience in health professional education, service-learning, community-based participatory research, and/or higher education policy would be a plus!

The position is full-time.

We encourage applicants to review the CCPH website before applying for the position: www.ccph.info

To apply for this position, please send a cover letter, your resume/CV, and contact information for 2 references who can speak about your qualifications and the quality of your work to:

Jen Kauper-Brown, MPH
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Medicine
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Review of applications will be ongoing until the position is filled.
Equal opportunity employer