

POSITION ANNOUNCEMENT

**Position Title: Schweitzer Fellows Program Associate**

**Supervised by:** Director, Chicago Area Schweitzer Fellows Program

**Supervises:** N/A

**Classification:** Exempt, Full-time, Salaried

**Organization Overview:**

Health & Medicine Policy Research Group (Health & Medicine) began in 1981 as an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity with a commitment to social justice. Founded in 1996, Health & Medicine's Chicago Area Schweitzer Fellows Program cultivates aspiring health and human services professionals to be informed, concerned, and involved with addressing health inequities. Each year, the Schweitzer Program provides 30 students with opportunities to design and implement projects to improve the health and well-being of underserved Chicago communities.

**Position Scope:**

The Chicago Schweitzer Fellows Program Associate will help assure the smooth running of the Schweitzer Fellowship and the Fellows for Life Programs.

**Responsibilities:**

The Program Associate will provide administrative support and coordinate all aspects of the Schweitzer Fellowship Program (70%) and Fellows for Life Program (30%). The Program Associate will:

Coordinate the following:

- Lead coordination of events
- Schedule information sessions for prospective students
- Respond to and assist students interested in applying for the Fellowship
- Schedule interviews, background checks and final selection of Schweitzer applicants
- Help plan and coordinate Fellows' monthly meetings
- Create and/or update forms, reports, mass mailings/mail merges, etc.
- Track and file programmatic data, process related paperwork and stipend payments

Work together with the Program Director on the following activities:

- Present at campus information sessions for prospective students
- Advise and be a resource to Fellows with project logistics, implementation, evaluation, and Monthly Reports
- Write/create Fellowship communications, including print and email newsletters
- Provide program updates to the Schweitzer Advisory Council
- Plan, organize and promote activities that engage Fellows for Life
- Help with building and strengthening the Fellows for Life network
- Other duties as assigned

**Qualifications:**

- Bachelor's degree, preferably in public health, or a health or human services related field
- 1 to 2 years of work experience in a non-profit environment, preferably related to service learning, leadership development, social justice and or community work
- 1 to 2 years of experience planning meetings and events with audience sizes ranging from 10 to 200
- 1 to 2 years of experience writing/creating newsletters, web pages, brochures, PowerPoint presentations
- 1 to 2 years of experience with public speaking and facilitating groups

- 1 to 2 years of experience managing concurrent projects with different timelines and deadlines
- Strong interpersonal skills; consensus builder
- Ability to handle confidential information with tact and discretion
- Valid driver's license

**Preferred Qualifications:**

- Experience with cohort-model programs
- Experience orienting, guiding and motivating volunteers
- Proficient with Windows and Microsoft Office
- Familiarity with Chicago neighborhoods and underserved communities

**Work Environment:**

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local, regional, state and national travel required
- Work week is generally 9:00 a.m. – 5:00 p.m., some evening and weekend work required

**Salary and Benefits:**

- Salary range \$40,000-45,000 annually. Excellent benefits package including 100% employer-paid health, vision and dental insurance. 401K retirement plan available.

**To Apply:**

- Email a cover letter and resume to Ann Duffy at [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then "Schweitzer Associate" in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is May 13, 2019
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization.