

## Position Announcement

Job Title: **Policy Analyst, Illinois Adverse Childhood Experiences (ACEs) Response Collaborative**

Supervised by: Director, Illinois ACEs Response Collaborative

Supervises: N/A

Classification: Exempt, Full-time, Salaried

### Organization Summary

Health & Medicine Policy Research Group (Health & Medicine) is 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.

### Position Scope

Health & Medicine leads the Illinois ACEs Response Collaborative (the Collaborative), a cross-sector movement that works to prevent trauma and promote thriving across the lifespan while placing childhood adversity at the forefront of the equity agenda in Illinois. The Collaborative's multi-pronged approach focuses on 1) policy and advocacy, 2) capacity building for trauma-informed transformation, and 3) research translation and dissemination. Through this work, the Collaborative has established itself as a leader in Illinois and nationally.

Health & Medicine is seeking an individual to support the work of the Collaborative in addressing trauma as a critical public health issue across generations, including by supporting the Collaborative's growing capacity-building and technical support portfolio and contributing to the implementation of a Statewide Action Plan to Address Childhood Adversity in Illinois.

### Responsibilities:

- Conduct research on adverse childhood experiences, trauma, toxic stress, intergenerational transmission of trauma, historical trauma, protective factors, and resiliency, with a focus on equity and social justice.
- Draft, edit, contribute to, and collaborate on research papers, policy briefs, factsheets, presentations, monthly newsletters, and other public documents,
- Support the Collaborative's growing capacity building portfolio, including by leading presentations from the Collaborative's three-part training series on childhood adversity, historical trauma, and burnout.
- Contribute to the development of resources to support implementation of trauma-informed policies and practices for a range of partners and stakeholders.
- Implement capacity building intake and evaluation processes.
- Assist in organizing and convening partners, including policy leaders, community members, and health providers, in stakeholder meetings.
- Provide administrative support for Collaborative convenings and trainings, including maintaining contact lists; scheduling; distributing agendas, meeting documents, and reminders before meetings; attending meetings and recording minutes; and distributing minutes and follow up materials after the meetings.
- Manage interest in the Collaborative and respond to information requests
- Assist in documenting the ongoing work of the Collaborative, including by creating efficient processes to collect and document information as needed
- Manage monthly reports and calendars
- Other general administrative duties as assigned including editing, research, and grant writing.

### Qualifications:

- Bachelor's degree with 3 years work experience or a master's degree with 2 years work experience
- Familiarity with the science of childhood adversity and their impact on public health, communities,

individuals, and families.

- An interest in cultural humility, diversity, and efforts to eliminate disparities in health outcomes along with the desire to continue to learn and grow in this evolving area.
- Strong interpersonal skills, including the ability to work effectively with a diverse array of team members and external partners
- Experience facilitating meetings and leading presentations.
- Advanced proficiency in the use of Microsoft Office.
- Capability to apply a social epidemiology orientation and skills to health-related policy issues preferred.
- Ability to multi-task and work on several projects simultaneously Self-starting and self-directed work habits with attention to detail
- Ability to work in fast-paced, deadline-oriented environment with a team.
- Interest in public health, healthcare access, health systems reform, health equity, social justice, and policy issues.
- Strong research and editing skills
- Excellent written and oral communication skills.
- Commitment to Health & Medicine's mission, vision and values

#### **Work Environment:**

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago and suburbs occasionally required
- Statewide or national travel occasionally required
- Work week is generally 9:00 a.m. - 5:00 p.m., some evening and weekend work required

#### **Note on Modified Work Environment During COVID-19 Pandemic**

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phoneline that enable them to conduct their work. Health & Medicine's modified work environment in response to COVID-19 are considered to be temporary and subject to change.

#### **Compensation**

Starting salary range \$48,000-53,500 annually depending on qualifications and experience. Excellent benefits package including:

- 100% employer-paid health, vision, and dental insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time and 10 paid holidays
- 401K retirement plan, with employer contribution after one year
- 12 weeks fully paid maternity/paternity leave policy

#### **To Apply:**

- Email a cover letter, resume, and salary requirements to Ann Duffy at [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then "Policy Analyst" in the subject line of your e-mail.** Incomplete applications will **not** be accepted
- Deadline to apply is November 29, 2021
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train, and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.