



Position Announcement: *Program Associate*

The National Network of Public Health Institutes (NNPHI) is an active network comprised of forty (and growing) member public health institutes located throughout all ten Health and Human Services regions. NNPHI also serves as the National Coordinating Center for Public Health Training (NCCPHT), and hosts an affiliate network of ten Regional Public Health Training Centers (Regional PHTCs) serving all fifty states and US territories. Public health institutes are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes collaborate to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC, with additional staff in Atlanta.

The NNPHI mission is to support national public health system initiatives and strengthen public health institutes to promote multi-sector activities resulting in measurable improvements of public health structures, systems, and outcomes. NNPHI's vision is innovation-fostering public health institutes across the nation collaborating to improve population health.

NNPHI collaborates with its member public health institutes and a wide range of national, state and local partners to support public health initiatives. These collaborative efforts promote health equity, support public health and health systems collaboration, build capacity of the public health system, encourage health in all policies, and promote evidence-based public health practice. Additional information about NNPHI's program areas and collaborative efforts with public health institutes is available at www.nnphi.org.

POSITION SUMMARY:

NNPHI is recruiting a program associate to support NNPHI's role as a National Pipeline Award Program Office (PAPO) for the Patient Centered Outcomes Research Institute (PCORI) Pipeline to Proposals (P2P) awards. The program associate will serve as the primary liaison between awardees and PAPO staff. The program associate will also work independently and collaboratively with PAPO staff, PCORI, awardees, and partners to actively support all PAPO operations.

JOB LOCATION: NNPHI offices are located in New Orleans and Washington, DC, with additional staff in Atlanta. Additional staff, consultants, members, and partners support NNPHI's mission from several locations throughout the United States. This position is based in NNPHI's New Orleans office.

GENERAL RESPONSIBILITIES: The program associate will work closely with programmatic staff to support all activities associated with NNPHI's role as a PAPO. General responsibilities include, but are not limited to:

1. Coordinate NNPHI staff and consultants supporting the PAPO project in collaboration with project leadership.
 - Schedule regular check-in meetings with PAPO team

- Draft and disseminate meeting agendas and minutes
 - Develop and update project timelines
2. Support program and awardee management
 - Respond to awardee questions and requests for technical assistance (TA)
 - Coordinate and track the provision of ongoing TA
 - Contribute to the development of TA plans and timelines
 - Facilitate the awardee invoicing process and payments through NNPHI's payment system
 3. Support the awardee application process:
 - Support reviewer recruitment
 - Facilitate reviewer participation in PCORI-provided reviewer training
 - Assign reviewers
 - Respond to reviewer questions and conflicts of interest
 - Compile review materials from reviewers
 - Support development of funding recommendations for PCORI
 4. Support awardee onboarding:
 - Provide support to the manager, program administration and special projects with budget negotiations and establishing contracts with awardees
 - Coordinate awardee orientation/training
 5. Facilitate awardee reporting and assist PCORI with evaluation of P2P awardees
 - Receive and review awardee progress reports
 - Contribute to monthly PAPO progress reports to PCORI
 6. Contribute to collaborative program development activities with PCORI and the team of PAPOs.
 - Participate in sharing and learning through monthly PAPO conference calls and PCORI-led in-person meetings
 - Participate in PAPO work groups

EDUCATION AND EXPERIENCE: Master's Degree or a bachelor's degree with equivalent professional experience in business, nonprofit management, public administration, public health, health systems management, or a related field is required. Coursework or experience with research principles preferred.

Additional requirements include:

1. Strong customer service skills; must possess a "can do" and team-oriented attitude. Responds with a sense of urgency, solicits feedback to improve service, responds to requests for assistance and meets commitments.
2. Excellent interpersonal skills both in person and by phone; high-level of professionalism.
3. Familiarity with creating analytics and reports.
4. Familiarity coordinating contracts and payments for a nonprofit organization.
5. Excellent organizational skills and attention to detail.

6. Ability to collaborate with a team and define personal roles and responsibilities, which include the ability to extrapolate plans and create results through critical thinking and exercising sound judgment.
7. Ability to manage multiple projects while setting appropriate priorities to achieve goals. Includes ability to adapt to changes in the work environment, manage competing demands and deal with frequent changes, delays, or unexpected events.
8. Ability to anticipate project needs, discern work priorities, and meet deadlines.
9. Proactive, professional and positive verbal and written communication skills.

SALARY RANGE & BENEFITS:

- Employment is contingent upon available funding
- Salary range is expected to be \$40,000 - \$55,000 dependent on experience and qualifications
- NNPHI offers a highly competitive benefit package with annual leave, health/dental/vision insurance, flexible spending accounts, parking/transportation, and generous retirement contributions (401 K).
- Please clearly indicate your salary requirement in your cover letter.

TRAVEL: Occasional travel to NNPHI's Washington, DC office, as well as additional meetings/events is required.

TO APPLY: Please send a resume, three professional references and a cover letter, clearly indicating interest in position and salary requirements to hr@nnphi.org with the subject line ATTN: Program Associate.

NNPHI's Values Statement to our Employees

- We value each employee as a whole person and support a healthy life balance.
- We believe in a work environment that promotes health and wellness.
- We believe in investing in the growth and passion of our employees to create a workforce that positively affects social change.

Equal Opportunity Employer