

**Position: Convening Associate**

The National Network of Public Health Institutes (NNPHI) is an active network comprised of over 40 member public health institutes. 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 work together to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC.

NNPHI also serves as the National Coordinating Center for Public Health Training (NCCPHT) and supports nationwide collaboration to build a sustainable and coordinated Public Health Learning Network (PHLN) that consists of ten university-based Public Health Training Centers and 40 local training and education sites. Together, the PHLN is co-creating, modernizing, standardizing, and distributing evenly to all communities and Tribes quality training, tools, and resources that advance the nation's public health workforce throughout all fifty states, tribal communities and five US territories. For more information, visit [www.nnphi.org/phln](http://www.nnphi.org/phln).

**Position Summary:**

NNPHI is seeking a Convening Associate to join the NNPHI team to advance the organization's mission through convening events and communities of learning/practice that engage members, partners, public health practitioners and other stakeholders to advance population health. NNPHI currently convenes at least four national conferences/trainings per year that reach from 150-400 participants each, as well as several meetings/trainings that range from 10-100 participants. Additionally, NNPHI is the lead planning organization for the 2017 National Conference on Tobacco or Health, a gathering of 1800 tobacco control professionals from across the country to be held in Austin, Texas in March 2017.

The Convening Associate is responsible for supporting the design and execution of high quality, customer-centric events that amplify NNPHI's Mission. Initially, this position will primarily support the 2017 National Conference on Tobacco or Health. Over time, the Convening Associate will expand his/her role to support a diverse set of convening events across NNPHI.

NNPHI maintains an office location in downtown Washington, DC and an office location in New Orleans, Louisiana. This position is based in NNPHI's New Orleans office.

**Position responsibilities:**

1. Support program staff on the development of meeting agendas/content, calls for abstracts, meeting format, and logistical details.
2. Provide high quality customer service via email and phone communication to conference registrants, sponsors, and potential participants.

3. Support the abstract submission and review process by assisting with the design, modification, and updating the abstract submission and review software, allocating submissions to appropriate reviewers, and providing customer service to submitters and reviewers with technical needs and questions.
4. Coordinate with meeting presenters/speakers, ensuring all are provided with sufficient communications and guidance to prepare for their presentations.
5. Serve as the principle contact for meeting attendees, presenters, and funders.
6. Support the production of event marketing materials, including invitations, programs, agendas, and online presence that capture and communicate NNPHI's mission.
7. Co-lead with program staff all aspects of on-site event production to ensure that NNPHI's high standard is upheld.
8. Support a process of continuous quality improvement by evaluating the success of NNPHI's events and, providing program staff with evaluation reports and recommendations for improvement.
9. Ensure that NNPHI policies are upheld at all meetings, conferences and events; including, smoke-free environment, healthy food, access to stairs, etc.
10. Support in the scheduling of conference calls for NCTOH planning and steering committees as well as internal meetings.
11. Record minutes of conference calls and provide edited minutes to the NNPHI Convening Team to share with stakeholders.
12. Exercise budget discipline by making cost-effective decisions and carefully monitoring expenses throughout the planning process to adhere to the established budgets.
13. Support development of written proposals and reports to funders.

### **Qualifications:**

The Convening Associate requires a Bachelor's level degree and at least four years of professional experience. A master's degree is preferred. Strong preference will be given to applicants with event planning experience. Qualified candidates will possess:

1. Experience coordinating large events/meetings
2. Understanding of and interest in public health
3. Ability to stay motivated, organized and productive in a fast-paced work environment. Ability to organize work to use time effectively and efficiently and regularly meets project deadlines.
4. Strong interpersonal and communication skills, particularly in email and phone etiquette, with an emphasis on maintaining the highest level of professionalism when interacting with stakeholders with all levels of rank and experience
5. Ability to quickly learn and utilize web-based applications. Proficiency with online event registration systems, online meeting management tools, online web conferencing platforms, video production platforms, and other technology that facilitates the smooth production and implementation of events preferred.
6. Attention to detail and a strong value for high-quality work products
7. Independent work ethic and positive, self-starter attitude
8. Customer service orientation: Responds with a sense of urgency, solicits feedback to improve service, responds to requests for assistance and meets commitments.
9. Position requires approximately 20% out-of- state travel.

**Salary/Benefits:**

Salary range is expected to be \$40,000 - \$55,000 dependent on experience and qualifications. NNPHI offers a highly competitive and benefits package, including medical/dental/ vision/FSA/ parking/transportation, generous retirement contributions and annual leave.

Please send CV, cover letter, salary requirement and three professional references to: [hr@nnphi.org](mailto:hr@nnphi.org)  
Subject line: Attn: Convening 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***