



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Program Specialist, Health

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until Filled

CONTACT: Rita Carreon, Deputy Vice
President, Health

SALARY: Commensurate with Experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

The Program Specialist provides support to the Health team. They coordinate multiple programs within the Health team, supporting collaboration with local and regional community-based organizations that are part of the UnidosUS Affiliate Network and partner engagement. This is a professional position that must handle projects simultaneously and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

The Program Specialist will help guide the development, management, and reporting of health promotion and disease prevention projects geared toward both the Latino community and other diverse communities in the United States. We are seeking a candidate with experience in health equity and health disparities, including an understanding of the intersection of social determinants of health, across community-based organizations, community health centers, and/or other health systems. The ideal candidate should have knowledge in trauma-informed care, chronic disease management, prevention programming, including nutrition and wellness

programs, and/or health policy analysis. Experience in working with *promotores de salud* (community health workers), care coordination, and immigrant/community/population health is also preferred.

This position reports to the Deputy Vice President of Health; however, specific work may be assigned and supervised by other staff members in the Health team. As such, experience and comfort with reporting to multiple supervisors is necessary.

RESPONSIBILITIES

- Assist in the conceptualization, development, and implementation of research-based, community-focused health education/promotion projects, related to healthy living, chronic prevention, and social determinants of health.
- Assist in identifying potential funding leads and support the preparation of grant proposals.
- Work with Health component's data manager and evaluator(s) to collect and analyze project/program data.
- Administer logistical coordination of project-related activities and events, including developing contracts, generating payment requests, and maintaining project files.
- Apply best practices in knowledge management to seed effective practices across the UnidosUS Affiliate Network and improve outcomes across programs.
- Work with independent contractors and across internal departments.
- Conduct participatory training and share capacity-building techniques with local community-based organization subgrantee sites and evaluate and modify strategies.
- Participate in formal and informal training and continuing education activities to acquire and maintain high-quality and state-of-the-art professional and technical capabilities in public health and other disciplines related to the work of the Health component.
- Develop and/or revise bilingual curriculum materials and training modules geared toward Spanish-dominant and bilingual (English/Spanish) program participants, including *promotores de salud* and other case/project managers.
- Write and disseminate project-related documents, including articles for professional journals, quarterly reports, project-specific materials, and any other program products.
- Assist the Program Manager(s) and Director(s) in the preparation of institutional reports and presentations, and, when necessary, collaborate with other colleagues on other written products.
- Prepare and submit progress reports to funders.
- Work with cross-component teams, UnidosUS staff, Affiliate program subgrantees, and evaluators/consultants to manage data collection, evaluation, and reporting processes across key programs in Health.
- Build Affiliate capacity for data collection and management through trainings, webinars,

and one-on-one assistance.

- Work with the UnidosUS's Communications and Marketing team to create and manage health information on the UnidosUS website and social media outlets.
- Support communications content of health information, including research and health programs and policy-related information, in online platforms.
- Participate and represent UnidosUS at external meetings and strategy discussions.

QUALIFICATIONS

- Bachelor's degree in health-related or social sciences from an accredited college or university required. Master's degree preferred.
- Minimum of five years of experience in health programs, health research, and health equity required, with at least 1-2 years of project management specific experience. Nonprofit and/or health care industry preferred.
- Bilingual (Spanish-English) fluency (written and oral) required.
- Demonstrated experience working with community-based organizations and diverse community, including *promotores de salud*, immigrants, Spanish-dominant Latinos, and health professionals.
- Demonstrated experience with public and professional health education curriculum development and training, with an emphasis on participatory methodologies.
- Ability to identify and implement metrics related to addressing health outcomes and health equity, health disparities, health services research, and community-based participatory research.
- Ability to manage compliance and procedures related to project and data management.
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- Strong presentation and/or training skills.
- Experience with multiple data software and project management programs, preferred but not required.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), technical skills, strong word processing skills, and use of the Internet.
- Ability to work with minimal supervision, prioritize among assignments while maintaining attention to deadlines.
- Strong ability function effectively under pressure and communicate clearly and effectively about workload/priorities.
- Strong verbal communication skills and professional attitude in representing UnidosUS to different audiences (e.g., Affiliates, funders, partners).
- Ability to travel to UnidosUS events or program sites, approximately two to three times a quarter.

- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Rita Carreon
1126 16th Street NW, Suite 600
Washington, DC 20036-4845

hrmail@UnidosUS.org

Subject Line: Program
Specialist, Health

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.