

PROGRAM ASSOCIATE

Spokane, WA

Our vision at **Empire Health Foundation (EHF)** is that health is a fundamental human right! EHF boldly advances health equity in Eastern WA and beyond. Every investment we make goes toward creating measurable, sustainable health improvements. We believe that health is about more than just medicine; health outcomes are influenced by external factors such as the availability of resources to meet daily needs like food and shelter, access to quality education and job training, and access to job opportunities. Our work is aimed at addressing these problems, investing in sustainable systems change that results in healthier, more vibrant communities for all.

Job Summary

Are you team-oriented and great with engagement and facilitation? Do you have experience in public health, community development, infant and maternal mental health, or project / program management? EHF has an opportunity for a **Program Associate** to join our team! The Program Associate will be an integral part of the Program team and its efforts to create sustainable health systems change through upstream prevention efforts.

The Program Associate supports the development and operation of health improvement initiatives with an emphasis in focus area of Families Together, specifically for the Child Welfare Prevention strategic initiative within the greater Spokane area with measurable results and an equity health values-based lens. The Program Associate will establish and maintain collaborative relationships with community partners, plan for community coordination and collaboration in the development of Child Welfare Prevention strategies. This position assists the program team with organizing and implementing activities by communicating opportunities and current state of projects. Responsibilities include informing strategic investments, establishing community relationships, coordinating meetings, resources, equipment, and information. The Project Associate handles projects with the goal of seeing them through on time and within budget. This role ensures projects and partnerships run smoothly by managing workflow, scheduling assignments, evaluating the course of the project, and reporting its status to the management and stakeholders.

Essential Job Functions

- Ensure effective internal and external communication through clear, professional written and verbal interaction
- Responsible for tracking of metrics in accordance with the targeted results and objectives as guided by the project proposal, Program Team, and external funding partners
- Produce reports and develop data visualizations, respond to inquiries, and maintain records, grant histories, files, calendars, and contacts
- Support teams of consultants, grant writers, and provide management support for outside entities and grant recipients
- Understand health-related needs and equity efforts of the community, the non-profit ecosystem, and the strategies that the Foundation undertakes to effect change guided by data-based decision-making
- Coordinate the implementation of strategic and responsive initiatives in line with the measurable, targeted results approved by the Program Team

- Assist with the development and successful use of the EHF grants management system, including training co-workers and committee members
- Organize convenings and other special meetings and events
- Work collaboratively with other staff to identify and develop cross-portfolio collaboration.
- Attend relevant conferences, continuing education courses or trainings
- Attend events and programs related to grant recipients, potential partners, and philanthropy
- Other Duties as assigned

Qualifications

- Bachelor's degree from an accredited four-year college or university preferred, may substitute relevant work or lived experience
- Master's degree is a plus
- 3 - 5 years' experience preferably in a start-up / high-growth environment
- Bi-lingual preferred
- Demonstrated successful track record of working with Tribal and Latinx communities preferred
- Knowledge or experience with infant and early childhood mental health
- Knowledge of data development, management and use in project development
- Experience with data management software solutions (such as, but not limited to, Microsoft Power BI, Geographic Information System, SPSS, or other statistical analysis software)
- Knowledge of data collection and analysis methodologies
- Demonstrated experience with data collection and analysis
- Demonstrated experience with delivery system development
- Proven ability to track program results preferred

Experience

- Strong project coordination skills and experience
- Ability to synthesize research, policy, and community partners for use in recruiting key project partners
- Strong data management experience
- Ability to prioritize, manage and follow up on multiple priorities and action items independently while meeting deadlines
- Strong organizational skills and time management
- Demonstrated stakeholder relationship building skills
- Strong research skills
- Excellent attention to detail and follow-through, including proofreading and editing
- Ability to demonstrate flexibility with changing priorities
- Ability to handle confidential information in a professional manner
- Evidence of being a team player and supportive colleague with strong interpersonal skills
- Ability to work in a high-pressure, fast-paced environment and is energized by making order out of chaos
- Ability to navigate complex cultural environments, including Tribal communities



Please send a resume and cover letter with your salary requirements to Rebecca Johnston at rebeccaj@empirehealthfoundation.org. EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.