



Health & Medicine

POLICY RESEARCH GROUP

Position Announcement

Job Title: Manager, Adverse Childhood Experiences (ACEs) Program

Supervised by: Executive Director

Supervises: Coordinator, ACEs Program

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 has played an important role in developing the Illinois ACEs Response Collaborative which promotes public dialogue, public policy, education and program development to address the impact of ACEs in Illinois adults and children. The Manager will provide support for the work of the Illinois ACEs Response Collaborative and other Health & Medicine work to address trauma as a critical public health issue across generations.

Specific Responsibilities

- Manage the Collaborative of Illinois-based organizations, including maintaining regular communication with partners, scheduling meetings and events, and leading strategic discussions.
- Work with the task forces of the Collaborative, including justice, health and health care, community capacity, data, and education to develop and promote the development of policy papers, pilot programs, and new and emerging partnerships. These committees can change in content depending on the current goals of the Collaborative.
- Work with consultants in town and out of town to facilitate the work of the collaborative, including coordinating in person meetings, conference calls and webinars, making travel arrangements, interfacing with collaborating community partners.
- Monitor national demonstration programs and best practices from ACEs efforts around the country, and make follow-up recommendations to improve the development of our models.
- 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; Highlight links between systemic oppression and trauma responses in certain populations to tailor interventions appropriately.
- Research best practices to build resiliency and prevent ACEs
- Plan educational and Collaborative events and trainings
- Plan and manage Collaborative meetings; prepare meeting agendas and materials
- Coordinate, manage and track training efforts of the Collaborative
- Lead efforts to identify opportunities for Collaborative efforts.

Qualifications

- Master's Degree- public health or public policy preferred
- Working knowledge of science of ACEs and their impact on public health, communities, individuals and families
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Proficient in the use of Microsoft Office
- Training experience
- Strong writing, editing and communication skills
- Ability to multi-task and work on several projects simultaneously
- Ability to work in fast-paced, deadline-oriented environment with a team
- Interest in health, social justice and policy issues
- Experience in a position that required writing on complex policy issues preferred
- Experience in a position that required support and coordination of a coalition or collaborative preferred
- Experience with mentoring, community work/outreach, and with underserved communities a plus

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, suburbs and across Illinois occasionally required
- Work week is generally 9am – 5pm, some evening and weekend work required.

Compensation

- Salary based on experience. Excellent benefits including 100% employer-paid health, dental and vision insurance. 401K available.

TO APPLY

- Email a cover letter, resume, and wage requirements to jobs@hmprg.org. **Please write your name (Last, First) then “ACEs Manager” in the subject line of your e-mail.** Incomplete applications will **not** be accepted
- Deadline to apply is January 12, 2018.
- 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.