

Job Title:	ICAN! Program and Communications Manager (PCM)	Reports To:	ICAN! Program Director
Location:		Travel Required:	
Level/Salary Range:	DOE	Position Type:	FT
HR Contact:	Claudria Hurt	Date Posted:	3/7/2022
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: ICAN! Program and Communications Manager (PCM)			

Job Description:
<p>Position Overview:</p> <p>The ICAN! Program and Communications Manager (PCM) is responsible for providing cross-cutting support to the ICAN! team to advance workplan priorities and communicate impact to external partners. The PCM is a team player, willing to jump in to lead or support a variety of projects from inception to completion and is highly skilled at multitasking. The PCM is also a creative thinker and clear communicator, capable of drafting content, designing assets, and developing visuals to effectively convey data and impact to partners.</p> <p>The Program and Communications Manager is responsible for supporting a variety of projects and activities across each of ICAN!'s three primary programmatic areas: training, community engagement, and policy. This will include supporting the development, execution, or monitoring of emerging priorities to ensure the team is on track to meet workplan activities, deadlines, and deliverables. The PCM will be highly skilled at multitasking and can maintain attention to detail in the day-to-day operations of a small and fast-paced team while not losing sight of the big picture organizational goals.</p> <p>The PCM will lead the ICAN! team in ensuring clear, standardized, and effective internal and external communications. The PCM will have experience with Canva or a similar design software and looks forward to finding creative, visually appealing, and compelling ways to communicate programmatic updates and impact to partners including through drafting newsletters and email updates; creating new and standardizing existing partner-facing assets; and creating basic visualizations to convey data and progress to partners and funders. Additionally, the PCM will have experience with WordPress or a similar website platform to support the development of weekly ICAN! blog posts by engaging team members and external partners for content ideas and feedback; regularly updating the website with program communications; and supporting social media engagement as needed.</p> <p>In addition to previous experience with project management and communications, the ICAN! Program and Communications Manager should possess outstanding organizational skills and attention to detail; the ability to work independently and as part of a team; and possess an understanding of and commitment to advancing reproductive justice principals.</p> <p>Primary Deliverables:</p> <ol style="list-style-type: none"> 1) By December 2022, leads and coordinates the development, execution, and monitoring of assigned priorities to ensure ICAN!'s ability to improve the quality and coverage of contraceptive care for Illinois communities. <ul style="list-style-type: none"> • Plan two peer learning opportunities for ICAN! health center partners. • Project manage pilots of 1-2 new digital tools. • Create two policy implementation toolkits for advocates and providers. 2) By December 2022, lead development of communication content for a variety of stakeholder audiences: <ul style="list-style-type: none"> • Develop and execute a communications plan to keep stakeholders informed of organizational activities and progress. • Project manage ICAN!'s quarterly newsletter, drafting content and maintaining contact list.

- Develop, standardize, and disseminate programmatic assets and communications in alignment with ICAN! branding guidelines. Includes the ability to translate data into easily digestible graphics or visualizations.
- Support the development and review of regular ICAN! blog posts to drive traffic to ICAN!'s digital platform and engage consumers.
- Ensure up-to-date program communications on the ICAN! website.
- Support sharing of ICAN! updates via social media in collaboration with ICAN!'s Social Media Manager and digital marketing partners.

3) By December 2022, assist the ICAN! Program Director to enhance team processes, systems, and tools to maximize efficiency and effective communication, positioning ICAN! to fulfill workplan goals and grant agreements:

- Contribute to the maintenance of ICAN!'s workplan, identifying gaps and opportunities to meeting program goals.
- Input key performance indicator data to ICAN! program dashboard to prepare for ICAN! monthly all-team meeting as well as health center partner meetings.
- Assist in scheduling, preparing agendas, capturing notes, and ensuring timely follow up for internal and external meetings and check-ins.

Education/Training:

Bachelor's degree in social sciences / public health / communications / non-profit / health administration and 3+ years of experience in project management.

Experience/Expertise:

Program or project management skills and experience are required including, but not limited to, short and long-term planning, simultaneously supporting multiple team members and initiatives, ensuring timely follow up on action items, proactively communicating status updates, and ensuring thorough documentation of program activities. Requires proficiency with Microsoft Office including Word, Excel, PowerPoint, and Teams.

Demonstrated experience in communicating program updates to external partners and stakeholders including through developing assets and visualizations, newsletters, email updates, website updates, or social media. Experience with Wordpress and Canva highly desired, with the ability to develop creative and compelling assets that inform and engage program partners and community members.

This position requires the competency and ego to do entry-level work as well as the problem-solving skills and initiative to independently carry forth assigned activities. Must be nimble and confident working in a fast-paced environment that includes boldly experimenting with new ideas. A successful candidate will enjoy brainstorming and contributing to a small and tight-knit team but is also capable of independently executing assigned work. This individual is expected to be highly self-motivated and passionate about the mission of expanding contraceptive access and contraceptive equity.

Knowledge and experience in the following areas is highly preferred: Bilingual in English and Spanish. Understanding of barriers to accessing healthcare for underserved and underinsured communities. Knowledge of basic contraceptive and reproductive health services and reproductive justice. Prior experience working with community-based organizations and non-profits advancing healthcare or social services for underserved communities.

Other Requirements:

- Demonstrates ability to work independently and finds fulfillment working in an innovative and unknown space with a lean team.
- Demonstrates exceptional written and oral communication skills.
- Shows proficiency in preparing and submitting status updates, carrying out activities in a timely and professional manner with critical thinking and accountability.
- Demonstrates excellent interpersonal skills with the ability to work with a diverse team with unique communication and working styles.
- Ability to multi-task and work on simultaneous projects with little lead time.

Working Conditions:

- General office setting, extensive desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a multidisciplinary team environment

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.