



# FOUNDATION FOR HEALTH LEADERSHIP & INNOVATION

## **Job Posting**

**Program:** Foundation for Health Leadership & Innovation / Community Voice

**Position:** Program Coordinator

Founded in 1982, the Foundation for Health Leadership & Innovation (FHLI) is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving the health of the whole person and whole community. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we build leadership, shape practice, affect policy, and drive innovation.

### **About the position:**

FHLI is seeking a full-time Program Coordinator to support the Community Voice team administratively. The Community Voice team leads the organization's efforts to support rural communities and historically marginalized populations. The position will report to the Director of Community Voice, support the VP of Community Voice and Advocacy, and assist with scheduling and attending community meetings, preparing meeting notes, and creating program communications. The position will organize statewide key contacts and data for Community Voice projects. In addition, this position will provide community engagement support to the NCCARE360 program, share information on NCCARE360, and answer basic questions about the program.

The position should possess excellent organizational, writing and problem-solving skills, strong interpersonal communications skills, and the ability to work independently and proactively on tasks.

Travel to rural communities is required. This is a 12-month time-limited position.

### **Duties and Responsibilities:**

- Provide meeting administrative support by developing agendas, taking notes, and preparing notes for post-meeting distribution to attendees.
- Provide external meeting coordination, including creating, distributing, and evaluating polls to schedule meetings and send event invites.
- Partner closely with state government and community partners on day-to-day program efforts and initiatives, and coordinate ongoing project tasks, timelines, and action items.

- Develop event registration forms, track and record attendance at trainings and events, and generate attendance and evaluation reports.
- Review data insights for storytelling purposes.
- Prepare media content (e.g., press releases, reports, social media) and organize distribution.
- Update program website and social media content as appropriate.
- Design program content (e.g., presentations, reports, informational flyers, event invitations, social media graphics/posts, etc.) for distribution using Canva or a similar platform.

**Successful candidates will demonstrate:**

- Strong proficiency in managing multiple user calendars in Microsoft Outlook.
- Proficiency in using Microsoft Office products, WordPress, Doodle, Canva (or similar application), Adobe, Google Suite, and SurveyMonkey. Experience with SEO optimization preferred.
- Demonstrated experience managing organizational social media accounts.
- Excellent organizational, writing, and problem-solving skills.
- Strong interpersonal communication skills, including asking questions and requesting support as needed.
- Ability to take direction and instruction and work independently and proactively on tasks.
- Willingness to actively contribute as a team member on collaborative tasks in pursuit of shared goals.

**Requirements:**

- Minimum of 1-year experience providing direct administrative support.
- A bachelor's degree in a relevant area of study such as public health, communications, or public administration.
- Regular travel to rural communities is required.

**Additional information:**

This position will be a full-time, hourly position in a remote working environment. The Program Coordinator can expect to work 40 hours per week, which will vary based on Community Voice activities. The work will be flexible, with the option to complete some tasks outside of traditional office hours. However, some work will occur during standard work hours, (e.g., attending meetings virtually and taking notes). We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants regardless of race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

**Compensation:**

This is a 12-month, salaried position with full company benefits. Salary is commensurate with experience.

Company benefits include paid health, dental, long-term disability & life insurance coverage, as well as company-paid retirement contributions.

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**To apply:**

Interested applicants should send a cover letter, resume, and 3 professional references to be considered. Please send all requested documents to [recruitment@foundationhli.org](mailto:recruitment@foundationhli.org) using the subject line, "Application: Community Voice Program Coordinator."

FHLI will only review submissions that include all requested materials. Please be assured that FHLI will not contact references without applicant's explicit permission. Submissions will be accepted until position is filled. No phone calls please.

This position is open for immediate hire. Top candidates will be invited to a remote screening interview, and finalists will participate in a remote panel interview. Submissions will be accepted until the position is filled.