



## **Senior Program Associate**, Capacity Building *Position Description*

Human Impact Partners (HIP) is looking for a Senior Program Associate to join HIP's Capacity Building team. This is an exciting opportunity to design resources to advance organizational change for equity and justice in public health and to support program management across our training, technical assistance, and leadership development offerings.

**Status:** Full-time

**Salary:** \$70,000 to \$75,000 annually

**Location:** Oakland, CA (when we resume in-office operations later this year); we may consider exceptional candidates based remotely.

**Deadline:** Please submit applications by 4:00 pm Pacific Time on Thursday, July 8, 2021. The position is open until filled.

### About Human Impact Partners (HIP)

[Human Impact Partners](#) is a national public health organization that transforms the field of public health to center equity and builds collective power with social justice movements. We envision a society that centers health, healing, and belonging. We envision a public health field rooted in health equity and racial justice that upholds policies, practices, and systems to ensure health and well-being for those who need it most.

HIP uses advocacy, organizing, policy-driven research, and capacity building strategies to transform public health practice and advance equitable policymaking at the local, state, and federal level. We focus on key determinants that affect health: community safety and immigration (through our [Health Instead of Punishment Program](#)), economic security, and housing, land use, and transportation.

We are a growing nonprofit with 14 staff, and we are committed to cultivating a team that embodies multiple and intersecting dimensions of identity and experiences. We strongly encourage people directly impacted by the issues we work on (such as criminalization, economic security, immigration, housing); Black, Indigenous, and People of Color; people with disabilities; and/or LGBTQ+ folks to seek employment opportunities with us. We don't conduct criminal background checks on candidates.

## About the Position

The Capacity Building Senior Program Associate will work closely with colleagues in the Capacity Building Program to produce easy-to-use tools and resources to support organizational change and to carry out project management support for training and Technical Assistance projects with public health organizations.

### Responsibilities:

- Collaborate with the capacity building team to produce organizational change resources and tools to support public health practice in centering health equity, racial justice, and power-sharing — translating strategy into actionable, usable guidance.
  - Communication of complex ideas to clients and internal team members alike, through written or visual means
- Help manage fee-for-service and grant-based capacity building projects, to support the team to stay on track. This includes:
  - Project coordination: Coordinate communication with workshop participants, manage workshop and other learning session scheduling and tech set-up needs for virtual sessions, and support other project management needs
  - Quality improvement evaluation: Coordinate and implement qualitative and quantitative data collection, analysis, and evaluation of capacity building projects
  - Information management: Establish and maintain an internal digital library of the team's resources
- Support project development, including coordinating grant writing and proposal submission processes and managing communications with potential new fee-for-service clients
- Meeting facilitation: Facilitate breakout groups for adult learners in our trainings discussing racial justice, equity, and individual roles to create positive social change.
- Participation in organizational change strategy development: Participate in designing organizational change strategies that embody HIP's theory of change and values and meet agreed-upon client objectives
- Actively participate in HIP's organizational development work, to deepen our own equity practices.

## About You

### Values

- A deep commitment to racial, economic, and gender justice and HIP's mission
- Using your own experiences in service of collective liberation
- Commitment to ongoing learning individually and in a collective
- A solid sense of humor

We don't expect anyone to bring all of these skills, but we would like to see a mix of the following:

### **Skills and expertise**

- Experience coordinating complex projects and competing priorities while maintaining high standards of quality and responsiveness
- Strong writing, editing, and verbal skills, including the ability to clearly and empathetically communicate with a wide range of people
- Experience in organizational analysis, developing strategic recommendations, transformation planning and roadmapping, executing design transformation initiatives, and navigating change
- Knowledge of organizational management, coupled with a deep desire to re-imagine and actively transform away from oppressive organizational systems and practices
- A personal commitment to racial justice, equity, and supporting leaders dedicated to positive social change
- Demonstrated ability to build consensus, negotiate, and strategically disagree within a diverse and highly collaborative work environment
- Demonstrated success working with partners from diverse life experiences
- Lived experience belonging to communities most impacted by structural inequity
- Experience working with or in local, state, and/or federal government agencies
- An understanding of community organizing and movement building
- An understanding of population or public health practice
- Comfort using a variety of software platforms (including Microsoft Office, Google Drive, and Miro) and the flexibility and ability to learn new systems that might be unfamiliar

### **Wishlist for additional qualifications**

- Graduate or undergraduate studies in social justice, public health, public policy, or equivalent work experience
- Knowledge of design justice principles and praxis
- Knowledge of inquiry-based learning, adult learning theory, leadership development, and/or Popular Education
- Content expertise in issues related to housing justice, economic security, and/or community safety
- Existing relationships with organizations in one or more social justice movements, e.g., prison and police abolition, immigrant rights, housing justice, climate justice, disability justice, economic justice, gender justice, trans liberation, racial justice, etc.
- Fluency or proficiency in a second language

## How to Apply

**Please submit the following:**

- Cover letter
- Resume
- Contact information for 3 references (we'll notify applicants before contacting references)

**Send your materials to [CBhiring2021@humanimpact.org](mailto:CBhiring2021@humanimpact.org)**

This position is open until filled. We aim to have the Senior Program Associate begin in late August (start date is flexible).

### **Equal Opportunity Employment**

Human Impact Partners is an Equal Opportunity Employer. We strongly encourage people directly impacted by the issues we work on (such as criminalization, economic security, immigration), people of color, people with disabilities, and LGBTQ+ folks to seek employment or board opportunities with us. We don't conduct criminal background checks on candidates.