



Program Associate, Capacity Building *Position Description*

Human Impact Partners (HIP) is looking for a Program Associate to join HIP's Capacity Building team. This is an exciting opportunity 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

Starting Salary Range: \$60,000-\$70,000

Reports To: Senior Program Associate

Target start date: August 2022

Location: Position may be remote anywhere in the US; option to work from our Oakland, CA headquarters available. Remote staff are expected to travel to Oakland for in-person work at least 2 times annually, in addition to other work-related travel.

About Human Impact Partners (HIP)

[Human Impact Partners](https://www.humanimpact.org/) 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 are a growing nonprofit with 17 staff, headquartered in Oakland, CA and with staff across the country.

We believe that sustainable, long-term change to improve social, economic, and political conditions comes about through organized social movements, and by explicitly challenging unjust power imbalances and systems of advantage and oppression. With racial inequities and power inequality at unprecedented levels, public health must be deeply engaged in larger social justice movements to achieve health for all. This requires building bridges between our worlds, so that public health's power — our voice, evidence, and resources — are more strategically aligned with and responsive to social movements that are leading the changes we need to advance health and racial equity.

To that end, HIP conducts advocacy, organizing, policy-driven research, and capacity building to target public health practitioners, health institutions, and the broader social and economic systems and policies that create health, with a particular focus on community safety, economic security, housing justice, and climate change. The throughline in all of this is our support of grassroots community power-building organizations to help build their power and bridge with public health.

About the Capacity Building Program

HIP's vision is of a public health system that advances a transformative health equity practice, leading its work with the understanding that structural racism, other forms of oppression, and power imbalances are the root of inequities in social determinants and resultant health inequities. We also have a vision of governmental public health restructuring its internal, cross-government, and community operations around the principles of equity, justice, and power-sharing.

To achieve this vision, in practice, our Capacity Building program emphasizes the following principles:

- **Advancing racial justice:** Being explicit about the need for racial justice, with an intersectional analysis.
- **Using an inside/outside approach:** Building an internal capacity and a will to act, and also external relationships and power with communities.
- **Building authentic leadership:** Cultivating visionary, strategic, and authentic leadership that builds, shares, and moves power.
- **Head and heart integration:** Transforming the relationships, practices, policies, and systems that maintain these inequities.

The Capacity Building team is composed of 5+ members who design and deliver training, technical assistance, leadership development programming, and also develop tools and resources to operationalize our vision. Through grant-funding and fee-for-service contracts, we work closely with public health organizations to identify, develop, and facilitate capacity building and peer learning opportunities, and we also sponsor leadership development programs for emerging leaders within public health. [Learn more about the Capacity Building program here.](#)

About the Position

The Capacity Building Program Associate will work closely with colleagues in the Capacity Building Program to: 1) help coordinate and support the overall program and team systems; 2) support training, technical assistance, and leadership development programming to advance health and racial equity, and power-sharing; and 3) help develop the team's culture and connection.

Program Associate Responsibilities:

- Support and implement capacity building projects in collaboration with Capacity Building team members. This includes:
 - *Project coordination:* Coordinate communication with workshop participants and Project Directors, manage workshop and other learning session scheduling and tech set-up needs (and eventually in-person set-up needs), and support other project management needs
 - *Training and peer learning:* Moderate, and potentially help co-facilitate, workshop spaces for public health practitioners to discuss racial justice, equity, power-sharing, and leadership and institutional strategies to advance health and racial equity

- *Evaluation:* Coordinate and implement qualitative and quantitative data collection, analysis, and evaluation of capacity building projects
- Support overall Capacity Building program and team systems, including:
 - Maintain templates and library of Capacity Building program resources for use by facilitators/trainers/TA providers, and for project management and planning templates
 - Help coordinate team meetings, agendas, and next steps to further the team's work
 - Participate in intake conversations and support proposal development and coordination
 - Support project close-out activities including satisfaction surveys, feedback requests, internal project reflections
- Support and further develop the Capacity Building team's culture by using a collaborative approach and connecting authentically with teammates
- Collaborate with the Capacity Building team to develop, edit, and maintain organizational development resources and tools to center health equity, racial justice, and power-sharing in public health practice — translating strategy into actionable, usable guidance.
- Actively participate in HIP's organizational development work to deepen our own equity practices.
- Travel (out-of-state/overnight) approximately 1x per month once it is safe to do so again.

About You

Values

- A deep commitment to [HIP's mission, vision, and values](#)
- Commitment to a social movements approach to achieve health equity and racial justice
- Commitment to ongoing learning individually and in a collective
- A desire to transform government to be about governance with people and communities most harmed by inequitable systems

Skills and expertise: *(This section describes the skills and expertise that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've listed! If you have a vision and excitement for this role and our organization, we welcome your application.)*

- A strong structural racial, gender, and economic analysis in alignment with HIP's vision and values
- At least 2+ years experience coordinating projects and competing priorities
- Extremely well organized and able to track information for various projects and partners

- Experience working on projects to shift systems, policies, and practices in ways that advance equity
- Experience facilitating trainings and/or meetings, navigating group dynamics and difficult conversations
- Excitement to create systems and structures to support the overall Capacity Building team
- Ability to clearly and empathetically communicate with a wide range of people
- Ability to discuss, negotiate, and strategically disagree within a diverse and highly collaborative work environment
- Comfort using a variety of software platforms (including Zoom, Google Drive, Google forms, Asana, Miro, and/or other facilitation/project management platforms) and the flexibility and ability to learn new systems that might be unfamiliar

How to apply: Please submit all of the below as a single PDF document to CBProgramAssoc2022@humanimpact.org by **June 3, 2022 at 4pm Pacific Time**. Deadline is flexible, if you need more time please let us know.

- A cover letter describing why you believe you are a good fit for this position and organization
- Your resume or CV
- 3 references (we will not call references without letting you know first)
- A public product/resource/piece of writing you've created that illustrates your perspective on health and racial equity. We understand that you may have worked with others to create the product, but we would like something that you took the lead on, were the primary author of, and/or backboned to completion. Please briefly explain what your role was in creating it.

Hiring Process:

Our hiring process typically involves: a first round interview that lasts ~1 hour; a second round interview that lasts ~2.5 hours, including time to learn about compensation and benefits with our Operations Director; and, checking professional references for our final candidate(s). By the end of the process, we're hoping candidates will have had a chance to meet with between 3-5 HIP staff. We will inform you of the staff you are interviewing with in advance. We expect to complete this process by August 8, 2022 and we will notify all applicants of their status by that date.

Compensation and benefits:

- Starting salary range: \$60,000-\$70,000 annually.
- Time off (annually): 12 sick days; 3 weeks vacation for first 2 years, increasing over time to 5 weeks at 5 years; 9 annual holidays plus winter holiday closure from December 24-January 1; and 1 floating holiday.
- Health care: Full medical, dental, and vision coverage. HIP pays 100% of staff premiums and 50% of premiums for eligible dependents.

- Retirement: After 6 months on staff, HIP contributes the equivalent of 7.5% of salary to our 403b plan, regardless of employee contribution; staff may make additional contributions to either a regular or ROTH 403b plan.
- Permanently remote staff: Funds for home office workstation equipment and furniture, and reimbursement for ongoing home office expenses
- Additional benefits: Flexible spending accounts for health and dependent care expenses, ClipperDirect (for Bay Area staff), monthly cell phone reimbursement, annual professional development funds, and a flexible, wellness-oriented work culture and schedule

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 community safety, economic security, housing, 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.