



## Public Health AmeriCorps Service Position

### Program Information

AmeriCorps and the Centers for Disease Control and Prevention joined forces to launch Public Health AmeriCorps and support the recruitment, training, and development of the next generation of public health leaders who will be ready to respond to the nation's public health needs. The COVID-19 pandemic has underscored the urgent need to further enhance public health resources across the country. This effort starts with investing in a future workforce to help local communities respond to and recover from COVID-19. The [Colorado Public Health Works](#) program provides a year of professional experience in the field of governmental public health working with Local Public Health Agencies (LPHAs) in Colorado to improve the delivery of [Core Public Health Services](#).

### Position Title

*Colorado Public Health Works AmeriCorps Member*

### Service Location Site Information

The Colorado Association of Local Public Health Officials (CALPHO) is the professional association representing the leadership, staff, and partners of Colorado's local public health agencies (LPHAs). CALPHO is an essential, non-profit partner coordinating LPHAs and other public health partners to create a constructive and collegial environment that fosters an effective and efficient public health system. Learn more at [www.calpho.org](http://www.calpho.org).

Since 2018, CALPHO and the Colorado Department of Public Health and Environment (CDPHE) have co-led *Public Health Transformation* efforts in Colorado. Over the next several years, CALPHO will leverage the association's committees and affiliate groups to advance *Public Health Transformation* activities and expand activities that foster professional development, networking, and support for the public health workforce. CALPHO aims to:

1. Increase professional development and networking opportunities for the public health workforce
2. Identify and advance shared objectives that drive public health transformation, through coordination, facilitation, regional partnerships, and field building
3. Secure additional resources and partnerships necessary to achieve transformation objectives

### Position Description

The CALPHO AmeriCorps Member is a champion and advocate for local public health. This position will

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work with the Public Health Transformation Director and the Policy Director to develop and advance intentional state-wide public health system transformation. This is an entry-level position appropriate for those who are looking for a great place to begin a career in public health policy, practice, and consulting.

Responsibilities:

- Schedule, organize, and support facilitation of regional meetings with LPHA directors and/or staff working to collaborate on common goals and better understand regional issues and needs
- Assist in compiling and distributing meeting packets including meeting minutes
- Gather, analyze, manage data and information from local public health agencies on the key components needed to build a roadmap to modernize the public health system
- Conduct literature reviews and other qualitative research, including key informant interviews
- Assist with projects, presentations, meetings, and conferences, as needed
- Draft documents and correspondences, including website updates as needed
- Coordinate committee meetings including meeting preparation, presentation materials, logistics, scheduling, and communications
- Coordinate and manage multi-day meetings and retreats
- Develop training materials and other resources for local public health agencies
- Update and maintain member lists, contact information, and committee rosters, and coordinate any changes needed directly with management
- Represent the Association professionally and effectively, serving as a recurring point of contact for local public health agencies

Qualifications:

- A combination of education and experiences which demonstrate the skills necessary for the position, including prior experience meeting school or work expectations and deadlines
- Ability and willingness to, with training, facilitate group meetings
- Ability to think analytically, including the ability to learn public health transformation trends
- Ability to interact effectively with people from diverse backgrounds and professional arenas
- Clear and concise writing in a variety of formats and contexts (e.g., memos, editorials, research summaries, web posts, email blasts, social media posts, tweets, or other products)
- Ability to work independently while remaining part of an overall team
- Curiosity and interest in learning new information, adopting new skills, and growing over time
- Ability to handle multiple priorities and deadlines while maintaining attention to detail
- Experience working with virtual meeting software
- Comfort with learning new technology tools including database programs, software programs and internet tools
- A sense of humor, tolerance for change and ambiguity, and a willingness to contribute to a positive work culture
- Proficient with Microsoft Office Suite (Word, PowerPoint & Excel), or related software



## **Member Terms and Supervision: Positions start November 2022 and go through November 2023**

Members serve for 1 full year/12 months 35-40 hours per week with 40 hours vacation/time off permitted. Supervisors at each host site will serve as a direct mentor and advisor during the position term. Supervisors are designing and implementing public health capacity building activities with intention, aligned with the objectives outlined in the host organizations' strategic plans. A minimum of 1700 Hours are required to for the AmeriCorps position.

## **Benefits**

### Benefits from the Colorado Public Health Works Program

- Training
- Peer Networking
- Post service Education Award, for successful completion of term, up to \$6,483 to apply towards tuition or loan repayment, at eligible institutions

### Benefits from Program Site/ Employer

- Living Allowance payment totaling the equivalent of \$2,750 per month
- Health insurance and other employment benefits

## **Eligibility**

Eligibility requirements for AmeriCorps National Service:

- US Citizen, US National, or lawful permanent resident alien of the United States.
- At least 17 years of age at the commencement of service.
- Received a high school diploma or equivalent or agrees to obtain a high school diploma or equivalent.
- The Colorado Public Health Works program will conduct a National Service Criminal History Check and will uphold confidentiality of the applicant on any findings.
- Participation is contingent upon criminal history review and all applicants have the right to challenge the results two weeks from the notification, however this may not alter the program decision to disqualify an individual from participation of the program.

## **To Apply**

Please submit a cover letter and resume to [hiring@calpho.org](mailto:hiring@calpho.org) with the subject: **AmeriCorps Member Position**. This position is in the state of Colorado and may require some statewide travel. CALPHO offices are in downtown Denver. CALPHO can accommodate a fully remote or hybrid work from home model. Applications will be accepted from individuals located statewide.

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CALPHO is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants on the basis of age, race, ethnicity, sexual orientation, gender, gender expression, religion, national origin, disability, veteran status, or any other status protected by federal, state, or local law.

Applications will be accepted and reviewed on a rolling basis until the position is filled, but full consideration will be given to complete applications received by November 11, 2022. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately. No phone calls, please.

**Please Note:**

Trailhead Institute is supporting the Colorado Public Health Works Program through a number of capacities, including recruiting. Colorado Public Health Works AmeriCorps Members are employed by local host organizations who serve as the program site/employer. AmeriCorps Members are not employees of Trailhead Institute.