

# CALPHO

Colorado Association of Local Public Health Officials

## PROGRAM DIRECTOR POSITION

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 [calpho.org](http://calpho.org).

**Are you passionate about public health? Eager to shape public health practice to create a healthier Colorado? Interested in working with a diverse membership to find common ground and advance cutting-edge models for public health modernization?** – The CALPHO Program Director of Public Health Transformation is a champion and advocate for local public health. You'll work with the Executive Program Director, the board, the Policy Director, and the entire CALPHO membership to develop and advance intentional state-wide public health system transformation.

### **Overview of Public Health Transformation Initiative**

Public Health Transformation efforts in Colorado have been an ongoing partnership co-led by CALPHO and the Colorado Department of Public Health and Environment (CDPHE). Our member-lead board and committees, guided by staff and experts, determine local public health priorities, and empower CALPHO to be a voice for local public health. In addition to supporting agency directors we house multiple affiliate groups, including one for environmental health directors and one for accounting and finance leaders. These affiliate groups simultaneously serve as professional networks and support, as well as formalized workgroups for identifying Public Health Transformation priorities and implementation steps. Over the next several years, CALPHO will leverage the association's committees and affiliate groups to advance Public Health Transformation activities and expand employee involvement in role-based groups that foster professional development, networking, and support.

In addition to the existing groups, CALPHO may establish new groups based on priority areas which could include data and technology, public health law, and community engagement. This work will accomplish the following goals:

- 1) Increase professional development and networking by convening role-based groups focused on discussing pressing professional, organizational, and infrastructural challenges to success in their field.
- 2) Identify and advance objectives shared by group members that drive public health transformation, through coordination, facilitation, and field building. Transformation objectives may include systems-level shifts in public health infrastructure or modest, incremental changes in public health procedures.
- 3) Secure additional resources and partnerships necessary to support affiliate groups in implementing projects that foster transformative change.

The Program Director will be responsible for developing a Local Public Health Transformation roadmap with goals and objectives that tie together multifaceted work streams and garner buy-in amongst groups members,

# CALPHO

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directors, and key partners, fostering participation and engagement in affiliate groups, and ensuring satisfaction of professional group members.

## **As the Program Director, your responsibilities would include:**

- In partnership with CDPHE, and others, co-lead the development, implementation, and evaluation of a Public Health Transformation roadmap.
- Establish and maintain thoughtful and supportive relationships with CALPHO members.
- Facilitate action-oriented and collaborative meetings amongst LPHA directors, staff, and public health partners.
- Regularly monitor LPHAs' needs and strategize with the Executive Director to implement member supports to meet these needs, including the development of service sharing models.
- In partnership with CDPHE, provide education and support to LPHAs that contributes to the field of public health planning and practice.
- Represent the organization's purpose and priorities to members, partners, health care leaders, policymakers, and funders.
- Coordinate research, analysis, writing, and program activities from inception through completion that advance the implementation of core public health services.
- Promote and maintain cooperative and close working relationships with CALPHO partners, including the Colorado Public Health Workforce Collaborative.
- Maintain working knowledge and awareness of the national Public Health Transformation movement.
- Serve as staff liaison to a Public Health Transformation Steering Committee, working closely with the Steering Committee Chair to plan and facilitate meetings.
- Ensure consistent and integrated messaging, branding, and promotion of CALPHO's membership and meetings.
- Develop, document, track, and manage internal processes and procedures to ensure effective and efficient member services and organizational capacity.
- Prepare and/or oversee the production, execution, and distribution of various documents and materials for CALPHO's membership and external stakeholders.
- Perform scheduling, note taking, and other meeting related administrative tasks.
- Perform other membership-related duties as necessary and as directed.
- Support the Executive Program Director in fulfilling short- and long-range fundraising goals and objectives for CALPHO through various activities including grant writing.

## **This job might be for you if you have some of the following skills and experience:**

- Leadership presence including strong public speaking, meeting facilitation, and negotiation skills.
- Successful experience with building and managing multi-disciplinary partnerships, workgroups, and

# CALPHO

Colorado Association of Local Public Health Officials

coalitions.

- Demonstrated analytical skills, including the ability to understand public health modernization trends from the perspective of multiple stakeholders, concisely explain complicated concepts, and translate between the fields of healthcare, human services, and governmental public health.
- Ability to effectively sort through multiple opportunities, prioritize appropriately, and maintain focus to execute an agenda in a complex environment.
- Experience with financial management and planning, full cost budgeting, cash flow management, and adapting and scaling program and organizational budgets.
- Experience communicating complex issues and data to diverse audiences, community groups, nonprofits, and the public.
- Demonstrated 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).
- The 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.
- Five years of relevant experience to governmental public health.

## To Apply:

Please submit a cover letter, resume, and writing sample to [hiring@calpho.org](mailto: hiring@calpho.org) with the subject: **CALPHO Program Director**. Writing samples are the property of the applicant. CALPHO will not use the information provided for any other purpose than consideration of the applicant for the Program Director position.

This is a full-time exempt position. The salary range is \$70,000 to \$90,000 and will be commensurate with experience. Compensation includes health insurance, dental, employer contributions to a retirement account, and a flexible work schedule in addition to paid time off. CALPHO is an equal opportunity employer that values inclusivity and the strengths of individuals from a variety of backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

This position is in the state of Colorado and will 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.

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 27, 2022**. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately. No phone calls, please.