

GROUP HEALTH FOUNDATION

Program Associate, Learning and Community Engagement Washington State position description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to shape and accelerate efforts to improve health equity and advance community aspirations for a vibrant, healthy future in Washington. We are hiring a **Program Associate, Learning and Community Engagement** to join our expanding team.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Program Associate provides administrative and project support to the Foundation's community engagement, learning, and evaluation efforts. The Program Associate reports to the Vice President of Learning and Community Engagement and participates in a broad array of activities connected to the Foundation's efforts to build relationships with communities, implement a values-aligned learning agenda, and develop early stage evaluation efforts. A passion for equity and justice, a commitment to learning and reflection, and a flexibility to adapt to changing needs and priorities are essential for success in the role.

This is a full-time, non-exempt position that can be located remotely (within Washington) or at any of our current or future offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2022. Priority will be given to candidates who both live in and have a deep connection to communities outside of King County.

Periodic early morning, evening, and weekend hours will be required, and occasional statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Provide administrative support for the community engagement calendar, including scheduling meetings and coordinating travel logistics
- Provide support for the Foundation's learning activities, including scheduling staff and board learning sessions, providing travel logistics for presenters, and researching relevant content
- Manage internal systems and processes for tracking relationship-building work
- Provide administrative and project support to a range of initiatives led by the Vice President of Learning and Community Engagement and other team members working on research and evaluation
- Compose, edit, design, and format documents
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- A commitment to honoring the knowledge, expertise, and experience that exists within communities
- Demonstrated experience supporting initiatives centered on equity
- Minimum of three years of experience managing projects and supporting other staff members
- Solid project management skills, organizational skills, and attention to detail
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- A strong desire to learn about the needs of communities across the state who are most impacted by structural inequities
- Exposure to various equity, justice, and power-building strategies, including an ability to connect with these issues on a personal and organizational level
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Good communication skills combined with the ability to listen deeply and authentically
- Strong writing, copy editing, and formatting skills
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5-15% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$70,000 to \$85,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). Priority will be given to applications submitted by **Friday, January 7**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!