

**Position Number: 65**

**Position Posting Date May 12, 2010**

## **POSITION DESCRIPTION**

### **Program Associate – Public Health Preparedness**

The National Association of County and City Health Officials (NACCHO), a national organization representing approximately 3,000 local health departments (LHDs) nationwide, has an immediate opening for full-time **Program Associate** to support the **Public Health Preparedness Program**. This position is funded through a cooperative agreement from the Centers for Disease Control and Prevention (CDC).

### **GENERAL RESPONSIBILITIES**

The Program Associate is a member of the Public Health Preparedness primary work team. The position contributes to the advancement of local public health practice by working on a variety of public health preparedness issues including, but not limited to, pandemic influenza preparedness, strategic national stockpile and response, volunteer medical reserve corp, chemical, biological, and radiation preparedness.

General responsibilities include participating in research, writing, and policy analysis; project planning and coordination; project promotion; providing logistical support to and assistance in planning webinars, meetings, and other education events; and other duties as assigned. The Program Associate supports and advances NACCHO's strategic plan and contributes to the ongoing activities of the organization.

### **NATURE OF WORK**

This is a full-time (100%) professional position requiring strong analytical, interpersonal, and writing skills. The work involves partnerships with fellow staff, participation in associated professional organizations and groups, and collaboration with NACCHO member LHDs. The work also requires the exercise of discretion and independent judgment.

### **WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

#### ***Research, Writing and Policy Analysis***

- Developing and maintain a working knowledge of current issues related to biological and chemical threat prevention, and tracking response and recovery activities by reviewing the professional literature and by attending courses and seminars.
- Tracking related project activities at LHDs across the country, and identifying promising and best practices.
- Reviewing and analyzing issues, policies and reports related to pandemic influenza preparedness, strategic national stockpile planning and response, volunteer medical

reserve corps, chemical, biological, and radiation preparedness and other related public health preparedness activities.

- Conducting literature reviews on topics related to pandemic influenza preparedness; strategic national stockpile planning and response; volunteer medical reserve corps , chemical, biological, and radiation preparedness; and related public health preparedness policy and practices;
- Synthesizing research findings and writing and/or revising materials based on findings.
- Drafting reports, fact sheets, and articles for publication in *NACCHO Exchange*, *Public Health Dispatch*, and other publications.
- Assisting in the preparation of proposals, reports to funders and other documents.
- Coordinating and preparing written summaries of project meetings, including workgroup meetings and conference calls.
- Assisting in qualitative and quantitative assessments of NACCHO and local health department pandemic influenza preparedness, strategic national stockpile planning and response, chemical, biological, and radiation preparedness programs and activities.

#### ***Project Planning and Coordination***

- Supporting the development and implementation of evaluation plans for pandemic influenza preparedness, strategic national stockpile planning and response, volunteer medical reserve corps, chemical, biological, and radiation preparedness and related public health preparedness activities.
- Assisting with long-term project planning, including identifying future activities and searching for additional funding to support public health preparedness projects.
- Participating in meetings and conference calls, including preparing meeting and conference agendas.
- Communicating with local health department staff in person, via e-mail, phone, electronic distribution lists, etc., regarding funding, conferences, training opportunities, and other timely information related to pandemic influenza preparedness; strategic national stockpile planning and response; chemical, biological, and radiation preparedness; and other public health preparedness-related issues.
- Interfacing with NACCHO staff and members, especially the Public Health Preparedness Team, the various NACCHO preparedness workgroups and NACCHO-funded demonstration sites.
- Coordinating/collaborating/communicating with partner organizations related to pandemic influenza preparedness; strategic national stockpile planning and response; and chemical, biological, and radiation preparedness policy and planning issues.
- Ensuring integration of work with other NACCHO projects, especially other Public Health Preparedness Team projects.
- Serving as liaison to project participants, collaborative organizations and funding agencies, as designated by the program manager/senior analyst.

#### ***Project Promotion***

- Developing and assessing effectiveness of PowerPoint presentations, brochures, or other marketing materials for use during project-related events and activities.
- Representing NACCHO through presentations, exhibits, etc., to promote projects at meetings and conferences;
- Identifying opportunities for marketing the projects and assisting in implementing promotional activities.
- Providing ongoing support, resources, and information about ongoing and/or emerging community health activities.

### ***Logistical Support***

- Developing and managing databases.
- Performing tasks associated with coordination and administration of conferences, training activities, meetings, and other special events.
- Creating and maintaining NACCHO's preparedness Web pages as necessary, which may include managing and updating program information and other online resources.
- Identifying appropriate members to serve on external committees.
- Providing administrative support, as needed.
- Participating actively on assigned work teams.
- Performing other duties, as needed.
- NOTE: Travel is required.

## **EMPLOYMENT STANDARDS:**

### **Education/Experience**

Bachelor's Degree in relevant professional field with a minimum of two years work experience in a public health setting, preferably working in a local or state health department. Master's Degree in Public Health or closely related field, with one to two years post-graduate work experience in public health/emergency preparedness preferred.

### **Knowledge**

- Knowledge of public health preparedness issues at the local, state and/or federal level, especially those related to pandemic influenza preparedness, strategic national stockpile dispensing/distribution, and chemical, biological, and radiation preparedness planning and response
- Preferred: Knowledge of general legal authorities related to public health disasters
- Preferred: Knowledge of infectious disease epidemiology
- Preferred: Knowledge of policy issues in public health preparedness
- Preferred: Experience with qualitative and quantitative research (e.g., survey design, data collection, management and analysis).
- Preferred: Experience working in an association environment

### **Abilities**

- Ability to establish and maintain effective working relationships with diverse groups, including co-workers, members, funders, partners, etc.
- Ability to work effectively within teams
- Ability to communicate with constituents on the phone and in person
- Ability to interpret and explain technical research findings orally and in writing
- Ability to multi-task and complete tasks within assigned time frames
- Ability to develop and maintain databases
- Ability to work independently as necessary to achieve high performance in position
- Full accountability for all work responsibilities and outcomes

### **Skills**

- Intermediate to advanced level computer skills with Microsoft Office, particularly Word and Excel
- Strong interpersonal skills
- Strong oral and written communication skills
- Strong analytical skills, including the ability to determine the applicability of data, draw conclusions from those data, and make appropriate recommendations
- Strong organizational skills
- Detail-oriented with the pursuit of a high degree of accuracy in all aspects of work
- Good presentation skills
- High standards for customer service for both internal and external customers

**HIRING SALARY RANGE:** \$42,829 to \$53,108; salary will be commensurate with experience.

**JOB CLASSIFICATION:** Exempt

**EOE:** NACCHO is an Equal Opportunity Employer

**POSTING DATE:**

**SELECTION PROCESS:** This position is open to all candidates wishing to be considered for these job responsibilities.

Qualified applicants should send cover letter and resume to:

[recruiter@naccho.org](mailto:recruiter@naccho.org) ATTN: #65-Program Associate – Preparedness or mail to NACCHO, 1100 17<sup>th</sup> Street, NW, Second Floor, Washington, DC 20036. Fax: 202-783-1583. No phone calls please.