**Community Engaged Workforce Manager**

This position will serve as a program specific member of Trailhead Institute, working with several teams and partners in this role. In collaboration with the entire Trailhead team, this position will manage and advance the work of Trailhead Institute through a focus on managing and engaging community-based, cross sector workforces including the Regional Health Connectors and the Community Research Liaisons.

Specifically, the Community Engaged Workforce Manager is responsible for managing all aspects of the community engagement workforce programs, but not limited to these programs. This position exists to contribute to the implementation, coordination and evaluation of the workforces and programs. The position will work with partners across the field of public health including community members, community based organizations, governmental agencies, collaborative partnerships and academic partners.

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization’s mission and operate in accordance to our organizational drivers of collaborative, capacity and justice.

Responsibilities:

**Programs**

**Community Research Liaisons**

* Work collaboratively with the staff at the University of Colorado’s Colorado Clinical Translational Science Institute (CCTSI) Community Engagement Core to move forward on the goals of the Community Research Liaisons, specifically, and CCTSI, generally
* Provide assistance and coaching to the Community Resource Liaisons (CRLs) for the Colorado Clinical Translational Science Institute (CCTSI)
* Assist CCTSI staff with training development and implementation for the Community Research Liaisons
* Provide logistical support to the Community Research Liaisons including working together to develop scopes of work, ensuring timely contracting and payment

**Regional Health Connectors**

* Assist the Trailhead Training Manager with training development and implementation for the Regional Health Connectors
* Work collaboratively with the staff of the Regional Health Connector Program Office including staff at the Colorado Health Institute and the University of Colorado Department of Family Medicine to move forward on the goals of the Regional Health Connector Program
* Provide technical assistance to the Regional Health Connectors and their the host organizations where they are housed
* Provide support to the sustainability efforts for the Regional Health Connector workforce including meeting management and logistical support
* Manage regular communications with the Regional Health Connectors, their host organizations and the Program Office Staff

**Across both workforces**

* Coordinate connection of workforces to statewide activities, policies and work
* Continuously improve the programs systems and practices, collaborating with teams to act upon gaps or inefficiencies, and implement competency, structural, or process-based solutions to mitigate programmatic risks
* Support program compliance to ensure programs are in alignment with existing contracts and regulations
* Support program reporting to ensure programs are in alignment with existing contracts and that program evaluation leads to strong programs and future business
* Support effective contract management for program contracts that come into and out of Trailhead, including timely, accurate reporting, proper financial controls, and effective budgeting and procurement
* Document management and maintenance
* Write, draft and finalize reports and provide summaries of data
* Develop communication systems between Trailhead and programmatic partners
* Communicate and coordinate with funders and other partner organizations who support this work
* Ensure collaboration with other Trailhead team members to build and maintain a strong team-based environment that supports existing and future programs

**Operations**

* Develop standard operating procedures and practices for the organization to ensure programmatic and funder compliance
* Execute organizational insurance practices for all program employees and partners
* Implement and develop marketing and public relations strategies that will allow Trailhead leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences

**Finance**

* Support organizational financial security strategies as defined by the CEO and CFO
* Assist in the development of related program budgets
* Support the Finance Department with Audits and Fiscal Compliance

**Organization-wide**

* Provide support on program and mission impact, organizational capacity, risk factors, and other key factors to inform strategic decision-making
* Monitor trends in public and environmental health theory and practice
* Execute the organizational strategic plan including implementing the timeline, strategies and Key Performance Indicators, with special emphasis on initiating/designing tactics related to evaluation
* Manage and coordinate strategic development activities of the organization including understanding emerging opportunities to leverage current work and internal capacities
* Cultivate relationships with diverse stakeholders across the state and provide technical assistance to current partners

**Desired Job Skills and Qualifications**

The ideal candidate has experience in community based participatory research and authentic community engagement principles. Additional desired skills include:

* At least 3-5 years of overall professional experience
* Ability to translate research to practice
* Bilingual Spanish preferred
* Demonstrated experience using and developing data reports that are visually compelling and easy to understand
* A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
* Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders, community partners and vendors
* An entrepreneurial spirit, able to be nimble and responsive in a dynamic, fast-paced environment
* Demonstrated work history of managing and completing tasks independently and maintaining an organized work environment
* Pleasant and professional demeanor, with the ability to work with a variety of external partners and internal colleagues, respond well and flexibly to change and manage stressful situations
* Computer experience working with Microsoft Office and the aptitude to learn new computer applications as needed
* Ability to troubleshoot, take initiative, and be forward thinking in Trailhead’s programs
* Ability to focus working in a shared office environment
* Availability to work some evenings/weekends, as needed
* Awareness of and value for direct, ethical communication, inclusive practices and different points of view
* Commitment to the mission, values and strategic direction of Trailhead Institute and desire to promote this work in a professional and ethical manner

This is a full-time exempt position located in Denver, Colorado but will be expected to travel throughout Colorado. Hiring salary range for this position is negotiable and commensurate with skills and experience. The expected starting range is $55,000-$60,000. We offer a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match. We also offer free parking, work out facilities and flexible schedules.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by October 28, 2019. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

Only electronic submissions are accepted. Please submit a resume, cover letter and three professional references to Nikki Cimino, Operations Manager at Trailhead Institute, ncimino@trailhead.institute.

This is a LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.