



Program Associate

Build Healthy Places Network

The **Build Healthy Places Network**, a program of the Public Health Institute, is the national center bridging community development and health working to reverse the cycle of intergenerational poverty, poor health, and discrimination. Our mission is to transform the way organizations work in community development, finance, and health by accelerating investments and solutions for building healthy, equitable, and prosperous communities. We achieve our mission by connecting leaders and practitioners across sectors, providing education and training, curating resources and examples of what works, and building capacity for cross-sector collaboration.

The Network is a young organization dedicated to innovation and continued growth while improving the health and well-being of people living in our most under-resourced communities. To accomplish this, we recognize the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual-orientation, etc. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

The role of the Program Associate position is to:

- Expand the reach of the Network to strategic new audiences through communications and outreach
- Support development of new projects and partnerships
- Assist with implementation and monitoring of existing projects.

The Network is a program of the Public Health Institute (PHI). PHI is an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. As one of the largest and most comprehensive public health organizations in the nation, we are at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI was distinguished as one of the top 50 “Best Non-profit Organizations to Work For” by the Non-Profit Times in a national search. To learn more about our meaningful work visit www.phi.org.

The Network is seeking a **Program Associate II** to support its work nationally.

Essential Duties and Responsibilities:

- Support the Network in the execution of outreach and communication strategies.

- Provide key messaging for impact/value for the Network collateral.
- Push content out through the Network's website, blogs, social media, etc. to reach key audiences.
- Manage social media platforms and consumer relationship manager software.
- Facilitate the process of producing blogs with guest contributors.
- Design and manage convenings, meetings and live webinars that bring stakeholders and partners together for strategy, planning, information sharing, and training.
- Coordinate and manage National Advisory Council (includes managing agenda and communications, call scheduling, minute preparation and distribution.)
- Coordinate meetings with high profile national partners, e.g. regional Federal Reserve Banks.
- Strengthen Network's efforts to incorporate race, equity, diversity and inclusion in our activities and messaging.

Minimum Qualifications:

- Bachelor's degree in communications, public administration, public health or a related field.
- 5 years of related experience in public health, public policy, communications, business development or community development.
- Technical experience and proficiency with Google Suite of tools, Microsoft Word, Excel, PowerPoint, and internet searches.

Important Information:

- This is a full-time (40 hours per week) position based in San Francisco, California.
- This position is eligible for PHI's full suite of benefits including but not limited to medical, dental, and vision coverage, health care and dependent care flexible spending accounts, and generous time off.

How to Apply:

- To apply for any position, you must create an account on PHI's job application site (www.phi.jobs). After creating your account, you may search job listings for open positions and apply. To apply for this specific position, click [here](#).
- This position requires that you submit a resume and a cover letter. In your cover letter, please describe why you are enthusiastic about this opportunity and why you think you are a good fit for the position.