

**Project Associate
Boomers Leading Change in Health Project
Position Description**



The Colorado Consumer Health Initiative (CCHI) is a member-based nonprofit, nonpartisan organization dedicated to ensuring barrier-free access to quality, affordable healthcare for all Coloradans. CCHI brings together a unified statewide voice for health reform, engaging, educating, and empowering consumers and advocacy organizations to improve the healthcare system. CCHI pursues changes in healthcare policy through advocacy, legislation, outreach, education, and organizing with consumers, partners, and allies throughout Colorado.

Job Title: Project Associate
Hours: ¾ time (30 hours/week)
FLSA Status: non-exempt

Position Purpose: CCHI is hiring for a new grant-funded three-year collaborative project called the Boomers Leading Change in Health (BLCiH). The goal of CCHI's participation in the BLCiH project is development of a cohort of trained volunteers from the baby boomer generation as advocates/policy experts to strengthen the consumer voice, build support for reform, monitor legislation and advocate for health system changes.

This ¾ time position will work with BLCiH project partners and CCHI staff to develop and implement strategies that engage people in health system changes; help them acquire the tools, knowledge, and skills needed to be successful; and connect them with opportunities to do so.

This position requires some evening and weekend hours.

Primary Position Responsibilities

Outreach and Engagement

- Contribute to the development and implementation of strategies to reach the boomer community in the Denver metro area, under the direction of the managing director.
- Develop related outreach and training collateral including print, online, and media.

Health System Advocacy Training

- Revise and integrate existing curricula into a presentation that is specifically oriented toward boomers and uses a “train-the-trainer” approach.
- Deliver this curriculum to identified audiences reached through the BLCiH project.
- Develop related collateral print, online, and media materials for the train-the-trainer curriculum.

Volunteer Management

- Identify specific health policy issues and projects for boomers to be engaged with from among CCHI advocacy priorities.
- Develop descriptions of volunteer responsibilities in organizing and policy work.
- Connect volunteers with opportunities to utilize their training and new expertise within and outside of CCHI.
- Provide guidance, supervision, and support for boomer volunteers in these new opportunities.

Project Management

- Coordinate BLCiH activities and efforts with project partners under the direction of the project's managing director.
- Prepare reports and documentation as required for the project and the grant.
- Integrate BLCiH activities with CCHI priorities and programs.
- Meet specific goals and objectives as required by the grant.

Qualifications

Required Skills and Experience

- Experience with curriculum development, training, and presentations
- Exceptional people skills – communication, management, group facilitation
- Understanding of Microsoft Office and solid computer skills
- **Ability to prioritize and handle multiple tasks efficiently**
- Alignment with and commitment to CCHI's mission and values
- Demonstrated capacity to work independently, meeting benchmarks and deadlines
- Knowledge of and interest in working with boomers

Preferred Skills and Experience

- Experience working/volunteering for a nonprofit advocacy organization
- An understanding of Colorado's legislative process
- Experience with and/or knowledge of healthcare policy issues
- Ability to absorb complex issues and present them concisely
- Experience with online social media and website maintenance

Compensation and Benefits

The BLCiH Project Associate is a ¾ time, exempt position. Salary range is \$25,000 - \$28,000, depending on qualifications and experience. CCHI provides full benefits (health, dental, disability) and a competitive leave package.

Equal Employment Opportunity Statement

CCHI is an Equal Employment Opportunity/Affirmative Action employer and is working to expand the communities we serve and represent. We strongly encourage applicants from communities, constituencies, and identities that are under-represented in healthcare advocacy, including but not limited to: people of color, people with disabilities, low-income people and LGBT people.

To Apply

Submit a resume and cover letter to:

CCHI – Search Committee – BLCiH

1536 Wynkoop Street #101

Denver, CO 80202

dede@cohealthinitiative.org

Please mail or email only, no faxes.

This position will remain open until filled; initial review of applications will begin on March 15, 2010. For further information about CCHI, please visit our website at www.cohealthinitiative.org