



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Program Specialist, Health (CDC)

**OPEN:** Immediately

**LOCATION:** Health

**CLOSE:** Until filled

**CONTACT:** Senior Strategist, Public Health Preparedness and Response

**SALARY:** Commensurate with experience

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### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The Program Specialist will coordinate the engagement with the member organizations subrecipients of the recently awarded CDC Cooperative Agreement "Education and Awareness Campaign to Promote Vaccination Coverage Among Latinos." This includes supporting the management of the subawards to more than 30 community-based organizations in UnidosUS's Affiliate Network, including community health centers; monitoring their programmatic progress, internal and external reporting requirements; and coordinating technical assistance. Responsibilities include working closely with the co-project directors, grants manager, and cross-component team to ensure implementation of program activities, grantee reporting, and deliverables are performed in a timely manner. In this professional role, the Specialist must handle projects simultaneously and fast-paced schedules with professionalism, maturity, poise, and confidence. Success in this role requires this person to have experience working on programs of public health interventions that include local and regional community-based organizations.

This position reports to the Senior Strategist for Public Health Preparedness and Response and collaborates with the Senior Manager of Health Communications and co-directors. Specific day-to-day work may be assigned and supervised by other staff members in the Health team. As such, experience, and comfort with working in close team settings is necessary. This position will be based in Washington, DC.

## **RESPONSIBILITIES**

- Serve as the liaison and principal point of contact with the sub-recipients of the CDC *Esperanza* Hope for All Vaccines Program and monitor UnidosUS and CDC deliverables.
- Assists lead co-directors and team in the management of the subaward including but not limited to ensuring deliverables are met, milestones and timeline are adhered to, finances are monitored, and programs comply with good practice, CDC guidelines, and UnidosUS terms and conditions.
- Regularly monitor grants to subrecipients, including collection, assessment, and assist in analysis of progress reports (programmatic and financial).
- Draft reports and support compiling of output and outcome data for internal and external reporting.
- Review workplans of subrecipients, including the analysis of budgets, logical frameworks, performance indicators, etc.
- Identify and coordinate technical assistance and help develop systematic action plans.
- Conduct grant administration duties including coordinating logistics for grant-related meetings and related travel (when approved), synthesizing programmatic information, maintaining correspondence such as meeting notes, filing, follow up on action items with grantees, flagging follow-up/action items, tracking project status, and closing out pending items.
- Work with cross-component teams, UnidosUS staff, Affiliate program subgrantees, and evaluators/consultants to manage data collection, evaluation, and reporting processes across key programs in Health.
- Work with other program specialist/managers, Data and Impact Manager, and other colleagues leading the communications efforts and dissemination of information.
- In collaboration with the Grants Manager support the compliance of contracts, invoicing, generating payment requests, and maintaining project files.
- Support the implementation of technical assistance through trainings, webinars, and one-on-one assistance.

## **QUALIFICATIONS**

- Bachelor's degree in health-related or social sciences from an accredited college or university required. Master's degree in public health preferred.
- Three (3) to five (5) years of relevant progressive experience in health programs,

health research, and health equity required. Nonprofit and/or health care industry preferred.

- Three (3) to five (5) years of experience in project management, health programs, health research, and health equity required.
- A minimum of three (3) with at least two (2) years of project management experience or Project Management Certification strongly preferred.
- Proven success leading and execution of programs, preferably in a nonprofit and/or health care industry preferred.
- Experience interfacing with nonprofit organizations and partners a plus.
- Demonstrated experience and high proficiency in project management programs required.
- In-depth experience working with community-based organizations and diverse community, Spanish-dominant Latinos, and health professionals a plus.
- Demonstrated high proficiency in bilingual (Spanish/English fluency, written and oral) required.
- Understand project finances and ability to assist in planning and management of grant and program budgets.
- Strong collaborative team working experience.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
- Commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Understand project finances and ability to assist in planning and management of grant and program budgets.
- Strong verbal communications skills and professional attitude in representing UnidosUS to different audiences (i.e., Affiliates, funders, and partners).
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Excellent analytical and problem-solving skills.
- Ability to work with minimal supervision, coordinate, prioritize, and manage multiple activities and projects while maintaining attention to deadlines.
- Advanced proficiency with Microsoft Office Suite more specifically, Office 365, (Bookings and Power Automate), technical skills, and ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- Ability to manage compliance and procedures related to project and date management.
- Excellent communication skills, both oral and written.
- Understanding an ability to be respectful and show empathy and compassion of different life experiences a must.

- Ability to travel to UnidosUS events or program sites, approximately two (2) to three (3) times a year, post-pandemic.
- Flexibility, acute attention to detail and ability to respond efficiently to competing requests.
- Bilingual (English/Spanish) skills required.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

**Please note:** Only those applicants who submit a cover letter, résumé, and writing sample will be considered for this opportunity.

**SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:**

**UnidosUS**

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Program Specialist, Health (CDC)

**Attn:** Senior Strategist, Public Health Preparedness and Response

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*