



JOB DESCRIPTION

Position Title: Program Associate

Reports to: Chief Communications Officer

Employment Category: Full-Time

The Jewish Healthcare Foundation (JHF) is a grantmaking organization formed from the sale of Pittsburgh's Montefiore Hospital. It is the parent organization for three operating entities: the Pittsburgh Regional Health Initiative, Health Careers Futures, and the Women's Health Activist Movement Global (WHAMglobal). Together, these entities work to improve the delivery of health care, the education and preparation of healthcare professionals to deliver high value care, and the policy environment that supports healthcare performance excellence in Western Pennsylvania, state-wide, in the U.S., and internationally. Their collective mission is to produce systems of care that are as safe, reliable, equitable, efficient, and compassionate as possible. JHF entities are the recipients of significant national, state, and local grants to test better methods of healthcare delivery. In particular, their programs and projects advance, and then test, solutions to the safety and quality problems in health care by:

- Educating or coaching health professionals to use Quality Improvement methods
- Demonstrating better methods of delivering care through demonstrations and research
- Measuring, analyzing, and reporting on the outcomes of care
- Advancing evidence-based solutions through policy advocacy
- Convening experts regionally, statewide, nationally, and even globally to advance safety

Opportunity

The Jewish Healthcare Foundation (JHF) seeks a collaborative and enthusiastic program associate to support the success of the esteemed JHF Feinstein Fellowships. The Feinstein Fellowships aim to inspire the next generation of healthcare leaders and activists through a multi-disciplinary learning environment where graduate students and working professionals can acquire new, necessary skills that aren't part of traditional healthcare graduate programs. The program associate will work with JHF staff to execute the annual fellowships and create an engaging experience for fellows.

This opportunity is the perfect position to gain experience working at the nexus of public health, healthcare administration, education, innovation, and communication. This position reports to the Chief Communications Officer and the primary responsibilities of the

program associate are to help the Feinstein Fellowships to grow in their impact for participants, to reach to new potential fellows, and to reconnect with past alumni. The program associate will help coordinate the planning, session content, and curriculum of the Fellowships, and they will work alongside leading thinkers within healthcare and academia to deliver relevant and impactful material.

In addition, the program associate will support the relationship management and program/training planning needs of the Foundation and the Foundation's three operating arms, the Pittsburgh Regional Health Initiative (PRHI), Health Careers Futures (HCF), and the Women's Health Activist Movement Global (WHAMglobal), all of which are co-located with the Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Program Associate is responsible for the following Job Duties (subject to change). Other items may be assigned from time to time by the Chief Communications Officer for the Feinstein Fellowships, Program Training, Communications, and other projects as needed.

Feinstein Fellowship Coordinator (70%)

- Assist in developing and executing recruitment strategies (including in-person and virtual relationship building) to entice graduate students and young professionals to apply for JHF's Fellowships.
- Help coordinate work with the fellowship planning team by scheduling meetings, translating the ideas into a session-by-session fellowship plan, and drafting invitations to speakers.
- Ensure that the speakers, host sites, and Fellows are prepared for each Fellowship session; help develop materials for each session; collect feedback from the Fellows through session evaluations; and identify improvement opportunities and mid-course corrections during the Fellowship based on the Fellows' session evaluations and other information.
- Capture the experience of the Fellowships by writing articles for organizational newsletter, writing sections of grant reports, and creating presentations.
- Connect Fellows to the Health Activist Network and maintain relationships and networks with Fellowship Alumni.

Communications (20%)

- Assist the JHF Communications and Administrative teams in planning, implantation, and execution of virtual and in-person trainings, events, and meetings.
- Work with the JHF Communications Teams to manage relationships and corresponding databases for Fellowship Alumni, past and upcoming Fellowship speakers, and other associated contacts.
- Contribute writing, content creation, and updates to JHF websites, newsletters, social media, and other publications related to the Feinstein Fellowships and other relevant topics.

Other Duties as Assigned (up to 10%)

- Contributing to other team projects as requested and as time permits
- Other projects or assigned as assigned, with prior approval from supervisor

QUALIFICATION/REQUIREMENTS:

The ideal candidate will have:

- An undergraduate degree (graduate degree in a healthcare-related field is welcome)
- Strong interpersonal skills and an ability to work collaboratively with a team of multi-disciplinary professionals
- Excellent time management skills and project or event management experience
- An ability to manage multiple responsibilities simultaneously
- A strong high energy work ethic
- Excellent written and oral communication skills, both verbal and written for various audiences
- High level of judgment, decision making, discretion and integrity
- Proficiency with Microsoft Office, PowerPoint, Excel, Zoom, Mailchimp, and Hubspot

The employee must also model the values of respect, courtesy, generosity, teamwork, and a positive attitude.

GENERAL EXPECTATION:

As expected of all employees of the Jewish Healthcare Foundation, the successful applicant will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

OFFICE LOCATION: EQT Plaza, 625 Liberty Ave., Suite 2500, Pittsburgh, PA 15222

Note: The Position is full-time and may begin as semi-remote, but it will transition to in-person/in-office when public health guidelines allow.

Salary based on education and experience.

To apply, please send a resume and cover letter to careers@jhf.org with the subject line: "Program Associate."