



Colorado Vaccine Equity Program and Outreach Manager Job Description

Immunize Colorado is a nonprofit 501(c)(3) organization dedicated to elevating the essential role vaccines play in preventing illness and promoting health for all of Colorado. In 2020, Immunize Colorado became a sponsoring organization of a statewide AmeriCorps VISTA program, the Colorado Immunity Corps. In 2018, Immunize Colorado joined the World Health Organization's Vaccine Safety Net, a global network of websites that provide reliable information on vaccine safety. In 2017 Immunize Colorado earned a finalist award for small non-profit of the year from the Denver Metro Chamber of Commerce.

Currently, Immunize Colorado is serving as the backbone organization for a new statewide initiative launched by the Caring for Colorado Foundation to fund and support more than 30 community-based organizations working to address COVID's disproportionate impact on communities of color and to increase access to and acceptance of COVID-19 vaccination efforts. Members of Immunize Colorado's newly launched [Colorado Vaccine Equity Taskforce](#) will provide expertise, knowledge and guidance on this statewide initiative.

Our Mission: Immunize Colorado works to protect Colorado families, schools and communities from vaccine-preventable diseases.

We achieve our mission through six program areas: public policy, provider education, community outreach and awareness, data translation, partnership building and direct immunization services. Immunize Colorado launched the Colorado Vaccine Equity Taskforce to address the disproportionate impact the pandemic has wrought on communities of color and to increase vaccine access and acceptance among highly impacted Coloradans.

Position:

Program and Outreach Manager (note: This position is currently grant funded through 12/31/21.

Opportunity for longer term employment will depend on securing additional funding)

Full Time, Exempt (40 hours per week, some weekends and evenings)

Supervision: Possible

Salary: Commensurate with Experience

Eligible for Benefits: Yes

Required Skill Set

- Bachelor's or Master's degree with a minimum of 1-3 years program management experience.

- High-level knowledge of state health and/or immunization epidemiology and public health issues, policies and/or programs.
- Deep knowledge and experience in developing and executing high-impact community-based outreach and engagement efforts.
- Experience partnering with state agency leaders and governor's office on health initiatives.
- Deep knowledge and experience developing and implementing collaborative partnerships, especially with public health and community-based organizations.
- Ability to deploy both traditional and non-traditional outreach and engagement strategies and tools.
- Excellent organizational, research, verbal and written communication skills.
- Self-starter with ability to work independently and exhibit flexibility to prioritize tasks.
- Strong ability to utilize and execute program evaluation monitoring and impact methods and tools.
- Strong ability to apply rapid cycle improvement methods to improve program impact and outcomes.
- Skilled experience using online meeting and organization tools/platforms such as Outlook, Microsoft Office, SurveyMonkey, Google Suite and Zoom.
- Must be dedicated to improving Colorado's health through vaccination.

Preferred Skill Set

- Language competency in Spanish or other languages commonly spoke by Colorado immigrants and refugees such as Somali, Vietnamese or Arabic.
- Supervision experience.

Position Overview

The Colorado Vaccine Equity Outreach Manager will oversee a new statewide grant-funded community of practice initiative to provide shared learning and strategies to more than 30 community-based organizations focused on addressing the disproportionate impact of COVID on vulnerable communities and ensuring access and acceptance of COVID vaccines. This will be done in partnership and with input from members of the Colorado Vaccine Equity Taskforce. The Outreach Manager will be responsible for leveraging the voice and expertise of the Taskforce members to develop and implement a statewide strategic plan to uplift COVID vaccine outreach and engagement programs. The Manager will utilize research data, needs assessments and stakeholder engagement strategies to advance high impact goals and objectives to improve access to and acceptance of COVID vaccines in highly impacted communities.

Interested candidates should have knowledge about communities highly impacted by COVID-19 and have experience providing culturally competent and trusted information and/or services in community settings. Candidates who have direct experience with COVID-19 response and relief policy and/or activities at the community level (particularly in developing community-level education and outreach campaigns, coordinating vaccine trust building efforts and fostering low-barrier opportunities for immunization) will be preferred.

The Outreach Manager will manage Immunize Colorado's programs and contribute to the strategic impact of the organization. The Outreach Manager may also have some supervisory duties.

Immunize Colorado and the Taskforce will serve as backbone organizations for this statewide project, and this position will be responsible for managing all aspects of the project including the education

strategies and messages, community engagement methods and monitoring and reporting on the impact of the interventions.

Duties

- Manage statewide initiative to provide technical assistance, resources and support to 30+ community-based organizations working to improve COVID-19 vaccine knowledge and access in highly impacted communities.
- Manage the planning and implementation of a community of practice with these community-based organizations.
- Cultivate collaborative partnerships with key experts in immunization and public health outcomes and utilize their skills as stakeholders, thought partners, and members.
- Identify and contribute to efforts to advance vaccine delivery and utilization research, policies and programs.
- Evaluate strategic opportunities to create or improve targeted immunization programs and services by assessing gaps and needs.
- Develop and implement standardized evaluation methods for assessing impact of programs.
- Create and disseminate outreach tools and resources.
- Lead and contribute to Immunize Colorado’s highly collaborative team culture.

Interested candidates should please send a cover letter, resume and three professional references to stephanie.wasserman@childrenscolorado.org. Interviews will be held on a rolling basis until the desired candidate is secured.