



Vaccine Equity Program 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. Our mission is 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. We center equity in all the work we do.

In 2020, Immunize Colorado founded the Colorado Vaccine Equity Taskforce (CVET), a statewide group of stakeholders and experts in health equity that serve as advisors and leaders on various initiatives which aim to advance vaccine equity in Colorado. Specifically, the Taskforce aims to combat misinformation and mistrust among communities of color about vaccines and generate strategies for equitable immunization delivery, access, education, and communication.

We are seeking an experienced program manager to spearhead Immunize Colorado's equity initiatives, specifically the CVET.

Position

Vaccine Equity Program Manager - Full Time, Exempt (40 hours per week)*

Supervision: Possible

Salary: \$55,000 - \$60,000, commensurate with experience

Eligible for Benefits: Yes

Location: Hybrid (Aurora, CO)

**Immunize Colorado's work is largely funded through local, state, and federal grants as well as grants from private foundations. This position is subject to annual renewal and dependent on continued grant funding.*

Benefits

- 100% coverage of employee's health insurance premium; 50% coverage of dependents' health insurance premium
- Up to 3% employer match on Simple IRA retirement plan
- 50% coverage of Short-Term Disability plan
- Flexible Spending Account (FSA)
- Opportunity to work remotely except for one (1) in-office day per month
- Reimbursement stipend for cell phone and home internet

- 15 days of paid time off (PTO) in first year, plus nine (9) paid holidays and the week between Christmas and New Years' Day off (paid)
- One day a month for personal passion project (Tinker Day)

Position Overview

The Vaccine Equity Program Manager will facilitate and lead the Colorado Vaccine Equity Taskforce (CVET) and Immunize Colorado's other equity-based programs. The Manager will be responsible for leveraging the voices and expertise of CVET members and other key stakeholders to develop and implement a statewide strategic plan to uplift vaccine outreach and engagement programs and activities. The Manager will utilize research data, needs assessments, and stakeholder engagement strategies to facilitate advancement of high impact goals and objectives to improve access to and acceptance of vaccines within BIPOC and other marginalized communities.

Interested candidates should have demonstrated experience in program and project management, facilitation, and evaluation, as well as deep knowledge about communities that are highly impacted by vaccine disparities. Candidates should also have experience providing culturally competent and trusted information and/or services in community settings. Candidates who have direct experience with engaging stakeholders 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 Vaccine Equity Program Manager will also manage Immunize Colorado's other equity programs and initiatives and contribute to the strategic impact of the organization as a whole. This role may also have some supervisory duties.

Required Skills and Qualifications

- Bachelor's degree with a minimum of 2 years of program management and evaluation experience, plus facilitation experience.
- High-level knowledge of state health and/or immunization epidemiology and public health issues, policies, and programs.
- Experience coordinating and leading large meetings, including creating meeting agendas, recruiting expert guest speakers, and facilitating robust discussion.
- Deep knowledge of and experience in developing and executing high-impact community-based outreach and engagement efforts.
- Experience partnering with state agency leaders and members in governmental office on health initiatives.
- Deep knowledge of 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, exhibit flexibility in working across program areas, prioritize tasks, problem solve, and propose new ideas.
- 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, Office 365, SurveyMonkey, Google Suite, and Zoom; comfortable learning and using new media and conference technology.
- Must pass criminal background check, drug screening test, and provide documentation of some required immunizations.
- Must be dedicated to improving Colorado's health through immunization.

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 Duties

Colorado Vaccine Equity Taskforce Management

- Lead the overall strategy and activities of the CVET; plan and facilitate monthly all-member meetings, regular workgroup meetings, and leadership meetings; create and send meeting agendas and calendar invitations, secure expert guest speakers, facilitate productive and action-oriented discussion between members, manage meeting recordings, and take meeting minutes.
- Maintain an organized and accessible repository of CVET-related collateral, including monthly meeting materials, member contact lists, survey results, branded materials, and other resources.
- Serve as the liaison between Immunize Colorado, CVET members, CVET leadership, and CVET contractors.
- Identify individual CVET stakeholders' priorities through frequent facilitation of robust dialogue between members, and work to facilitate streamlined cohesion of these priorities; help to determine actionable next steps necessary to advance these priorities and keep CVET members on task to ensure timely completion of action items.
- Lead recruitment of new CVET members; conduct regular audits of current CVET membership to determine gaps and conduct outreach to potential new individual and organizational partners.
- Engage CVET members and leadership to develop an annual CVET charter outlining goals and priorities.
- Advance the CVET's priorities around vaccine equity by cultivating collaborative partnerships with key experts in immunization and public health, identifying opportunities to utilize their skills as stakeholders and thought partners, and making strategic connections between stakeholders.
- With IC staff, support CVET's policy-related goals by helping recruit CVET members for legislative testimony, helping identify CVET members as expert spokespeople for media opportunities, and providing other policy-related support as needed.
- Serve as the main point of contact for and maintain regular communications with CVET members.
- Regularly execute evaluation of the CVET and its activities and conduct impact reporting.
- Serve as the lead on grant reporting for CVET-related activities; regularly help to identify and apply for new funding opportunities to support the CVET and its initiatives.

Program Support

- Support the Program Director in managing Immunize Colorado's programs, including provider education events, grant-supported immunization projects, the Colorado Immunity Corps AmeriCorps VISTA program, and more.
- Support grant writing and reporting as needed.
- Support planning of regional immunization summit to serve statewide immunization professionals.
- Coordinate volunteer and speaker requests as needed.
- Identify opportunities for and facilitate strategic connections between the CVET's initiatives and activities and Immunize Colorado's other programs

How to Apply

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