Job Description

Position: Assistant Director, Council on Linkages Between Academia and Public Health Practice
Reports to: Director, Council on Linkages
Provides Direction for: Project Analyst/Project Assistant, Council on Linkages (dependent on staffing levels)

The Assistant Director, Council on Linkages Between Academia and Public Health Practice (Council on Linkages) is a detail- and customer-oriented professional responsible for developing and leading initiatives, managing the day-to-day operations, and assuring successful implementation of projects for the Council on Linkages. The Council on Linkages is comprised of 20 national public health practice and academic organizations, and focuses on public health workforce issues. The Assistant Director also contributes to activities of the Public Health Foundation's (PHF) Academic/Practice Linkages (APL) Unit.

The Assistant Director is an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision. The individual in this position must be able to assume a wide range of responsibilities, provide timely responses to requests and deadlines, and work well under pressure.

Duties and Responsibilities Include:

- Coordinating Council on Linkages and its initiatives
- Leading Council on Linkages initiatives
- Developing new initiatives for Council on Linkages and APL
- Developing Council on Linkages goals, objectives, and targets, within APL
- Developing strategies for achieving Council on Linkages goals, objectives, and targets
- Being a public spokesperson for the Council on Linkages and PHF
- Providing direct assistance to health departments, academic institutions, and others related to Council on Linkages initiatives
- Contributing to developing funding strategies, and identifying and securing funding for the Council on Linkages and Council on Linkages initiatives
- Developing, guiding implementation and monitoring status, and ensuring successful completion of work plans
- Preparing reports, proposals, workforce development resources and tools, and other project documents
- Developing strategy for organizing and communicating Council on Linkages products
- Coordinating communication efforts, including maintaining the Council on Linkages website, corresponding directly with partners and the public, preparing and disseminating electronic newsletters, writing news articles, organizing social media activities, and designing promotional materials
- Determining user needs and responding to internal and external requests for information
- Conducting literature and online searches, organizing and summarizing information, and ensuring public access to information products

- Serving as back-up website support, contributing to efforts to improve website usability, and developing website content
- Coordinating Council on Linkages workgroups/task forces and organizing meetings
- Preparing and delivering presentations and other materials for meetings and conferences
- Writing articles for gray and peer reviewed literature
- Creating, organizing, and maintaining project files and databases
- Assessing, understanding, and communicating project and task needs
- Interpreting information and developing recommendations
- Providing direction to staff and consultants, as needed
- Engaging Council on Linkages member organizations and other stakeholders
- Providing general support to projects and the APL Unit
- Contributing to achievement of the Council on Linkages' and PHF's strategic directions
- Serving on behalf of Council on Linkages Director in his/her absence.

Position Competencies:

- **Leadership** – Leads and defends initiatives; Forms and leads teams; Engages individuals and organizations that influence the work and success of the Council on Linkages; Takes measures to minimize internal and external barriers that may affect the work and success of the Council on Linkages; Advocates for the Council on Linkages
- **Strategic Thinking** – Develops strategies to achieve team and organizational goals; Shows creativity and imagination; Seeks and seizes opportunities for collaboration with other PHF units; Explains the ways assets and resources can be used to improve Council on Linkages and PHF operations.
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Develops program goals and objectives; Able to handle multiple tasks simultaneously; Applies public health sciences in the administration and management of programs.
- **Problem solving** – Identifies and resolves problems in an efficient and timely manner; Gathers and analyzes information; Uses reason and logic to develop and implement alternative solutions to problems; Contributes to public health evidence base.
- **Analysis** – Integrates findings from qualitative and quantitative data into project plans and operations; Determines the feasibility and implications of policies, programs, and services; Distinguishes the roles and responsibilities of governmental and non-governmental organizations in providing programs and services; Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- **Decision-making** – Makes timely, relevant and evidence-based decisions both independently and in the team setting; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- **Continuous Quality Improvement** – Evaluates polices, programs, and services; Implements strategies for continuous quality improvement; Assesses the use of evaluation findings for improving policies, programs, and services; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Ensures continuous improvement of program performance.
- **Communication** – Speaks clearly, listens effectively, and responds well to questions; Writes clearly and informatively; Edits work for errors; Varies writing style to meet needs; Able to read and interpret information; Documents always accurate, punctual; Shares information with team; Determines approaches for disseminating public health information; Presents information to public health audiences; Facilitates communications among individuals, groups, and organizations; Communicates the roles of governmental public health, health care, and other partners in improving the health of communities.

- **Client and Customer Focus** – Follows through; Courteous; Helps internal and external clients; Understands customer perspectives and needs; Assesses the effects of decisions on different populations; Facilitates collaborations among organizations and partners; Develops and maintains partnerships that will increase use of evidence in public health.
- **Financial Planning** – Develops and defends program budgets; Prepares proposals; Manages programs within current and projected budgets and staffing levels.
- **Systems Thinking** - Describes public health as part of a larger inter-related system of organizations that influence the health of populations; Explains the ways public health, health care, and other organizations can work together or individually to impact the health of a community.
- **Interpersonal Skills** - Builds strong relationships; Flexible and open minded; Receptive to feedback; Motivates personnel for the purpose of achieving program and organizational goals.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability** – Adapts to changes in the work environment; Adjusts methods to best fit the situation; Able to deal with change, delays, or unexpected events.
- **Willingness to Learn** – Expands abilities constantly; Strives for new skills; Seeks continuous learning opportunities.
- **Initiative** – Seeks increased responsibilities; Looks for and takes advantage of opportunities.