



**THE IMMUNIZATION PARTNERSHIP
COMMUNITY ENGAGEMENT DIRECTOR
JOB DESCRIPTION AND RESPONSIBILITIES**

ORGANIZATIONAL BACKGROUND

The vision for The Immunization Partnership (TIP) is a community protected from vaccine-preventable diseases. TIP's mission is to advocate for disease prevention using an impactful network of vaccine champions who promote education and evidence-based public policy on the health benefits of childhood and adult vaccinations. TIP aspires to be the trusted resource for increasing immunization rates to create healthier communities.

The Immunization Partnership has an outstanding team of knowledgeable individuals whose backgrounds comprise public health, policy, non-profit, and legal expertise. We value the collaboration of distinct ideas to launch advocacy initiatives, establish long-lasting partnerships, and conduct grassroots and community education programs. We are all committed to the mission of eradicating vaccine-preventable diseases.

COMMUNITY ENGAGEMENT DIRECTOR

The Community Engagement Director is responsible for overseeing and advancing TIP's community engagement activities and ensuring its understanding of community interests, needs and priorities relating to immunizations. The Community Engagement Director is tasked with oversight of TIP's Vaccine Champions program and with the Community Engagement department's collaboration with colleagues to raise the organization's profile. Specifically, the Community Engagement Director will ensure the cultivation of existing partner-based initiatives, seek new partners and collaborations, and design work plans that support and leverage those partnerships in furthering TIP's strategic goals. This position has responsibility for outreach functions including volunteer engagement, faith community partnerships, communications and outreach, and community mobilization that lead to stronger engagement and increased partnerships. The Community Engagement Director will be responsible for developing the plan to accomplish broader community vaccine awareness and citizen engagement, as well as execution of those strategies. The successful candidate will be committed to TIP's mission and must have proven leadership, community engagement, and relationship management experience. The Community Engagement Director must be able to effectively communicate, stay organized, and prioritize. The ability to listen to needs and feedback, and develop plans and strategies collaboratively to meet the needs of others is critical. The Community Engagement Director must be an energetic individual with initiative, imagination, strong organizational, strategic, and interpersonal skills, and have experience and demonstrated success in working with communities and diverse audiences. This position's success will ultimately result in communities and community-based organizations having a deeper engagement and commitment to TIP's mission.

MAJOR RESPONSIBILITIES

- Manage the creation and execution of an overall plan for community outreach and engagement, including raising awareness about the organization, the development of engagement and partnership pathways for individuals and organizations that align with our mission and vision, and ensure a ladder of engagement partners can use to engage their memberships.
- Regularly analyze local landscapes to identify opportunities to grow community engagement.
- Identify and cultivate strategic partnerships to ensure key successes in TIP's community engagement efforts.

- Network and collaborate with local organizations and community leaders.
- Foster positive and collaborative relationships with community partners, local nonprofit organizations, businesses, and other organizations and community leaders.
- Bring the voices representing community interests, needs and priorities to TIP to inform its education and advocacy efforts.
- Is a resource to colleagues to identify partnering organizations for programs and projects.
- Coordinate and execute community engagement events.
- Working with the Chief Strategy Officer, design and implement evaluation tools to gauge and ensure impact.
- Work with other members of the TIP team to ensure activities reflect, align with, and contribute to the broader goals of the organization.
- Other duties as assigned.
- Travel will be required.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience
- Minimum 3 years of community engagement experience preferred
- Management experience with proven track record of managing a team
- Experience building strong relationships with community-based organizations serving diverse populations
- Understand that diversity, equity, and inclusion are integral parts of effectively executing our work, this position will require ease and familiarity with connecting and relating to people of color and different backgrounds
- Excellent listening skills
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to solve problems effectively
- Ability to prioritize and adapt to a changing environment
- Ability to take initiative and identify the information needed to meet program objectives
- Strong team-player who works independently on challenging assignments and cooperatively with partners
- Discretion and confidentiality required
- Proficiency in MS Office
- Enthusiastic, detail oriented, and self-motivated
- Understanding of the public health systems
- Bilingual highly desirable

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