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| **Action Requested:** | **New position \_X\_\_ Revised position \_\_\_** | **Date completed:** | 12/15/2021 |
| **Prepared by:** | Scott Harvey | **Phone:** | 4-9734 |

*Note: Employees must be able to perform the essential functions of the job with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.*

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| 1. **GENERAL POSITION INFORMATION:** | | |
| **CLASSIFICATION/JOB TITLE**  Unclassified Administrative |  | **CLASSIFICATION/JOB #**  7433S |
| **WORKING TITLE** *(IF OTHER THAN CLASS TITLE)*  Community Engagement Manager |  | **EMPLOYEE GROUP**  **Unclassified Administrative** |
| **POSITION NUMBER**  9032S.Community Engagement Mgr |  | **FTE**  1.0 |
| **EMPLOYEE NAME**  TBD |  | **DEPARTMENT NAME/ORG NUMBER**  Center for Evidence-based Policy/ 66392 |
| **MISSION GROUP**  **School of Medicine** |  | **SUPERVISOR & TITLE**  Julie Stone |
| **MANAGER/DIRECTOR & TITLE**  Pam Curtis, Director |  |  |

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| **2. POSITION SUMMARY:** *Provide descriptive statements which outline the purpose of the position.* |
| The [Center for Evidence-based Policy](https://www.centerforevidencebasedpolicy.org) (Center) is a national leader in evidence-based decision-making and policy design. The Center works with state policymakers in more than 25 states to use high-quality evidence to guide decisions, maximize resources, and improve health outcomes. The Center is objective and non-partisan, working in states across the country to support evidence-based decision-making. The Center does not lobby, and does not accept funding from industry, advocates, or trade associations. Though embedded within OHSU, the Center is entirely self-supporting.  The Center staff members work closely with state and federal policymakers to research existing policies, programs, and develop policy options. The Center actively seeks staff partners who share its commitment to evidence, integrity, innovation, tangible results, and products that are independent, high quality, evidence-based, and effective in meeting the needs of decision makers. The Center actively recruits and retains the highest quality personnel who are committed and passionate about achieving its mission. The Center strives to be a healthy and thriving work environment where everyone, from any background, can do their best work. We are committed to an inclusive workplace that celebrates and values diversity of age, race, ethnicity, gender identity, sexual orientation, physical and mental ability, and perspective. We are dedicated to continuous improvement that enables inclusive collaboration among staff with diverse skills and perspectives with the goal of enhancing quality and accessibility of our work for our clients.  The Center promotes leadership that inspires innovation, motivates people to perform at their highest levels, and makes the Center a great place to work.  The Community Engagement Manager (CEM) will serve as an overall advisor to the Center director and staff on engagement and communication engagement and specifically provide organizational, staff support, communications and stakeholder engagement for the OCID Community Forum. The Oregon Child Integrated Dataset (OCID) Community Forum. OCID is a nonpartisan, data-driven project to support policymakers and community leaders with evidence-based information to improve outcomes for children and families in Oregon. The OCID Community Forum is a newly formed advisory group intended to provide context, narratives, and stories to ground OCID information in the realities of Oregon’s children and families.  The CEM is responsible for developing, delivering, and advising Center staff on messages and methods to engage external community partners and is charged with the day-to-day communications with community members, partners, and public officials, including communicating progress, updates on projects, and opportunities for community feedback. The position ensures that timely, relevant messages that “tell the story” of projects are consistently produced and are available.  The CEM is responsible for creating a broad range of public relations and community engagement opportunities that support the strategic direction and positioning of the Center and assigned projects. This CEM will develop relationships with a range and diversity of key partners, including member states and their community partners.  Beyond work on the OCID Community Forum, the CEM will be responsible for assisting Center’s policy analysts, researchers and editors, as well as leading specific efforts, to develop reports, implementation tools, and other messages that synthesize information in a way that can be understood and utilized by a diverse range of community partners. The CEM is expected to present findings from research to community partners through presentations at meetings, on webinars and through conference calls, and to do so in a manner that is meaningful and understandable in a range of community contexts or settings.  The CEM may also be staff to other Center projects that provide technical assistance to local, state and national organizations. CEM may play a role in planning and facilitating group processes (including strategic planning), coaching clients on implementing evidence-based policies, assisting with organizational and system change efforts, facilitating performance measurement and quality improvement, developing materials and tools, and delivering presentations. As with all Center staff, the CEM maintains excellent relationships with all clients and participates in new business development.  The CEM has strong research and writing skills, presentation experience and project management capabilities. They are able to contextualize findings from research and analysis and help partners identify relevance to their settings and communities. The CEM works well in a team-oriented environment that builds collaborative work products with other team members, and is willing to revise and iterate work products to address the policy and pragmatic circumstances facing the Center’s clients. Experience working with or in diverse community settings is required. Additional experience with government-administered health and or human service program administration, policy design, or research is strongly preferred. |

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| **3. KEY RESPONSIBILITIES:** *Essential functions indicate those key responsibilities that meet one or more of the following descriptors: (1) the position exists to perform the function, (2) the number of employees available to perform the function is limited, (3) the function is so highly specialized that the person is hired for his/her expertise or ability to perform the function. The percentage of duties must equal 100%* | | |
| Key Responsibilities & Performance Standards | **% Of duties** | **Essential Function (Yes/No)** |
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| **Communication and Messaging**   * Create and implement in partnership with the OCID project director a communication and messaging strategy for the project. Assist with efforts to ensure effective OCID website presence, social media, email marketing, special alerts, and other mechanisms, focused on a diverse array of community partners. * Develop and implement a plan for collecting feedback and metrics on the communications, messaging, and engagement work under OCID and the Center more broadly. * Assist policy analysts and researchers contextualize findings from research, data and analysis into reports, implementation tools, and other messages that can be understood and utilized by a diverse range of community partners. Contextualize findings from research and analysis and help a range of partners identify relevance to their settings and communities. * Assist with preparation of reports, tools and other methods to present or explain findings in meaningful ways for a diverse range of community partners. * Create and deliver culturally sensitive outreach materials and messages, working with a range of partners to identify relevance to their experiences and communities. * Advise Center researchers and policy analysts regarding communication techniques that are understood by a diverse range of community partners. * Adhere to Center style guidelines, research methodologies, maintaining transparency and excellent record documentation. | 40% | YES |
| **Community Engagement:**   * Serve as a connection to the community for OCID, conducting targeted outreach and ensuring accurate, effective information exchange about the program. * Provide internal leadership and serve as an expert on community engagement and communication on multi-disciplinary project teams, recommending strategies for effective community engagement in assigned projects and serve as internal consultant on community engagement strategies. * Participate in team-based technical assistance projects and staff ongoing state support programs, including developing and maintaining client relationships, work plans, timelines, deliverable products, budget and project reporting requirements. * Work closely with colleagues to bring meaningful research and technical assistance to local, state and national policy makers and state agency leaders, and community partners. * Contextualize partner experience and use this knowledge to build collaborative work products with other team members, and revise and iterate work products to address the circumstances facing partners. * Perform executive level communication, by serving as the primary contact for community stakeholders and assisting in coordinating activities and communication with project staff and other stakeholders. * Develop and maintain effective relationships with all stakeholders including, non-profit and state and federal governmental organizations and community groups, for relevant Center projects. This may also include working with internal OHSU partners. * As requested, support the monitoring of policy priorities and interact with legislative offices and stakeholders, advocating for OCID findings, initiatives and events. | 30% | YES |
| **Group Facilitation and Staffing:**   * Facilitate and lead community engagement processes, including establishing bi-directional communication and feedback processes. * Present findings from research to community partners through presentations at meetings, on webinars and through conference calls, and to do so in a manner that is meaningful and understandable in a range of community contexts or settings. * Facilitate and lead group processes, including consensus building, focus groups, and strategic planning sessions. * Provide staffing support, effective facilitation and meeting planning for OCID Community Forum; ensure meetings of the Community Forum are coordinated and consistent with other elements of OCID governance process. * Develop curricula and other content as needed, and deliver trainings and presentations, focused on contextualizing and translating data and research findings in community settings * Represent the Center at selected national and state-level conferences, meetings and other events, preparing materials for distribution and making presentations that effectively communicate the Center’s project goals and mission. | 30% | YES |

**4. SUPERVISORY RESPONSIBILITIES:**

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|  | Direct | Indirect |
| Number of employees this position supervises: | 0 | 0 |
| Job titles of employees supervised: | | |

1. **FISCAL RESPONSIBILITIES:** Select the item below that most closely matches the level of supervisory and fiscal responsibility:

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|  | Monitors expenditures against departmental budget; prepares necessary documentation for supervisor review/approval; tabulates budgetary data, calculates figures, and checks for accuracy. |
|  | Analyzes departmental budgetary data, verifies figures, and develops budget proposals; recommends allocation of budgetary funds. |
|  | Has full responsibility for departmental planning, forecasting and final approval of budget. Indicate estimated budget amount: $ |
| X | None of the above. |

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| 1. **QUALIFICATIONS:**   **As part of the qualifications requirement, the following Core Competencies are expected of all OHSU employees regardless of their position within the organization.** | | |
| **Accountability:** | Ability to establish mutual agreements that result in clear responsibility, taking personal action to accomplish an agreed result and assuming personal responsibility for the results of behavior and actions**.** |
| **Integrity:** | Actions are consistent with ethical values. Honest in communication and actions. |
| **Diversity:** | Honors the uniqueness of each individual, challenges stereotypes and promotes sensitivity and inclusion. Functions effectively and respectfully within the context of varying cultural beliefs, behaviors and backgrounds. |
| **Respect**: | Demonstrates consideration and appreciation for colleagues, clients and customers. |
| **Service Orientation:** | Seeks opportunities to improve the work and work environment to better meet the needs of internal and external customers. |
| **Teamwork & Collaboration:** | Works cooperatively and productively with others to achieve shared goals. |
| **Communication:** | Demonstrates the ability to convey thoughts and ideas as well as understand perspective of others. |

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| **Qualifications** | **Required** | **Preferred** |
| **Education:** | Degree in Business and Public Administration or Public Relations, Communications or related field | Master’s degree in Public Administration or Public Relations, Communications or related field |
| **Experience:** | Minimum of 7 years’ experience in health and/or human services communications, community engagement, and/or research translation. Two years’ experience managing complex or high profile community engagement and communication programs or projects. Consideration for personal or other related professional experience demonstrating knowledge and familiarity with diverse cultures and communities will also be considered. | Relevant work experience in a state government, health policy, social justice, education or other public sector setting strongly preferred  Marketing, communications or equivalent |
| **Job Related Knowledge, Skills and Abilities (Competencies):** | Experience working directly with people from diverse, racial, ethnic, geographic, and socioeconomic backgrounds.  Clear and effective oral communication, writing and presentation style, including the ability to express ideas, thoughts and concepts clearly and concisely in a non-academic, public-sector setting, including to multiple cultural environments.  Excellent written and verbal communication skills, and ability to present research, data and evidence to diverse audiences, specifically racially, ethnically, geographic and socioeconomically diverse communities.  Ability to represent and incorporate the context and experience of diverse communities, specifically racially, ethnically, geographic and socioeconomically diverse communities to researchers and policy leaders.  Understanding of the concepts of Institutional and structural racism and bias and their impact on underserved and underrepresented communities.  Demonstrated ability to translate complex information into digestible and actionable written report products, oral presentations, and other instruments.  Ability to think strategically and creatively, adjust to changing circumstances, remain attentive to details and identify resources for projects.  Approach research, written products, and presentations with a non-partisan perspective.  Ability to exercise discretion when dealing with issues of a sensitive nature, and to maintain confidentiality at all times.  Ability to deliver presentations for large and diverse audiences, both in person and using webinar and conference call technologies.  Excellent interpersonal communication skills.  Demonstrated time and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization.  Excellent grammatical skills, including ability to write in defined styles and adhere to style guidelines.  Excellent ability to respond constructively to written and other product review, edits, and comments.  Proficiency in MS Office applications (e.g., Word, PowerPoint, Excel).  Demonstrate fluency in using social media networks  A track record for translating strategic thinking into action, with a reputation for inspiring creative thinking and fostering problem solving  Confidence and rapport to gain credibility, trust, and respect of community partners  Proven track record of building professional relationships and passion for connecting people to the organization’s and project mission. | Experience and understanding of complex data and research in a policy setting.  Experience being highly accountable to external customers, public officials, and diverse stakeholders.  Experience working with a diverse array of clients, including policy makers, practitioners and agency leaders.  Experience in Photoshop, Publisher and InDesign. |
| **Registrations, Certifications and/or Licenses:** |  |  |
| **Compliance:** | - Code of conduct  - Respect in the workplace  - Applicable policies, procedures and agreements related to position, department or OHSU as a whole | Not applicable |
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| **7. WORKING CONDITIONS:** *This may include such items as work schedule, work location, travel and environmental exposures such as noise, human tissues/fluids or radiation.* | | |
| Some travel by automobile, train or plane may be required. | | |
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| **8. PHYSICAL DEMANDS & EQUIPMENT USAGE:** *This describes the physical requirements necessary to perform the essential functions of this position. Example: Ability to carry and lift up to 50 pounds. Ability to stand for four continuous hours a day.* | | |
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| **9. SIGNATURES/APPROVALS:**  **My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.** | | | |
|  | **Type Name** | **Signature** | **Date** |
| **EMPLOYEE** |  |  |  |
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| **MANAGER/SUPERVISOR** |  |  |  |

***Please attach a current organizational chart if available.***

**Forward the electronic copy of the Position Description to Compensation and retain the signed copy at the departmental level.**