



## Center for Improving Value in Health Care (CIVHC) Job Announcement

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| <b>Position Title:</b>     | Community Engagement Specialist   |
| <b>Reports To:</b>         | Director of Health Care Programs  |
| <b>Job Classification:</b> | Exempt, Full-time   |
| <b>Location:</b>           | Hybrid, (1) day per week in office, located in Glendale, CO – regular travel across the Denver Metro Area for meetings in the community, some overnight required. |
| <b>Salary Range:</b>       | \$60,000-\$75,000   |

### **About Us:**

The Center for Improving Value in Health Care (CIVHC) is an independent non-profit that equips partners and communities in Colorado and across the nation with the resources, services and unbiased data needed to improve health and health care. As the designated administrator of Colorado's All Payer Claims Database (CO APCD), CIVHC oversees the collection of health care claims from Colorado's public and private health care insurers and uses that information to promote price transparency, inform policy, advance health equity, conduct research, and much more. We are objective, solution-oriented, and maintain the highest integrity in the work we do.

### **The Opportunity:**

The Community Engagement Specialist is responsible for developing and managing a robust community engagement strategy for CIVHC, with a particular focus on building relationships with organizations that are working to address health equity and those that serve BIPOC and other historically marginalized populations. An effective community engagement strategy will provide bi-directional communication and value between CIVHC and communities across Colorado, connecting CIVHC resources to community-based organizations and ensuring CIVHC's priorities are informed by communities across the state.

This person will be charged with expanding CIVHC's presence in the community, in large part by building capacity among staff to be community ambassadors. Key to building those relationships will be to meet partners in community. The individual should be able to travel throughout the Denver Metro routinely for meetings and occasionally throughout CO including some overnights. This will include preparing staff to effectively communicate CIVHC's Mission and Values with specific emphasis on addressing equity, diversity and inclusion, and social determinants of health to diverse audiences across the state. An effective community engagement strategy will also prepare CIVHC staff to listen to insights and feedback from community and make connections to CIVHC strategy and resources.

### **Responsibilities:**

- Develop and implement a multi-year Community Outreach and Engagement plan.
- Create and maintain tracking in Salesforce or other tool(s) for measuring engagement throughout CIVHC including providing reporting as needed.
- Help build engagement capacity at CIVHC by supporting staff to be ambassadors in the community. Included in that would be to provide training and/or support to CIVHC team members, including (1) how to foster positive and productive relationships (2) how CIVHC can

provide value and support to partner organizations, (3) how communities can inform CIVHC efforts, and (4) documenting engagement efforts.

- Maintain and develop relationships with community partners to identify meaningful collaboration opportunities. The intended outcomes would be to (1) have a clear understanding of the partner organization and their key organizational goals and (2) collaborate with partner organizations to advance their mission through program evaluation, informative data or other CIVHC resources. (3) Use insights from partner organizations to inform and guide the work that CIVHC does to stay relevant to those we serve.
- Maintain and strengthen interdepartmental relationships to engage and leverage staff connections with community partners.
- Provide training and support to external organizations on CIVHC resources and tools and offer a warm hand off to additional CIVHC team members when appropriate.
- Keep abreast and knowledgeable of issues and trends surrounding SDOH, healthcare, health policy and health data in CO and Nationally.
- Work with Communications Department on creation of engagement-related content, including but not limited to blog posts, newsletter articles, social media, website development and annual reporting.
- Perform other duties as assigned.

**Qualifications:**

- Bachelor's degree in a relevant field (i.e., healthcare management, nonprofit management, public health, healthcare data analytics, marketing, communications, and/or similar degree) or a 5-year combination of education and/or experience.
- 3 years or more experience working with community outreach/engagement, healthcare ecosystem and knowledge about volunteer engagement and management.
- Proven track record and passion to improve the health and wellbeing of those most impacted by societal inequities.
- Current and trusted relationships with partners throughout Colorado. We especially are looking for individuals that have contact with organizations led by or serving underserved populations, BIPOC, rural Colorado, and less-resourced groups.
- Experience within a data driven organization including a comfort level with data both understanding and communication data. Understanding healthcare claims and billing is a bonus.

**Working Environment:**

This position is based in Denver, Colorado and only applicants that live within commuting distance to Denver will be considered for this role. Limited relocation assistance may be available for out of state candidates. CIVHC operates in a hybrid work environment with a requirement of at least one day a week in the office.

This position involves long-term sitting, computer /desk work, some walking and standing, minimal light lifting, in an office environment. Virtual, phone, and in-person communication. Frequent travel across the Denver Metro Area for meetings in the community and some overnight travel will be required.

**Perks & Benefits:**

- 403(b) Retirement plan

- Comprehensive healthcare, dental, and vision plans
- Dependent Care Flexible Spending Account options
- Employer paid life insurance
- Short- and long-term disability
- Nine paid holidays per year plus generous personal time off
- Flexible schedules, work-from-home options, and an employee wellness program.
- Professional development opportunities and an on-site workout facility.
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>
- Company-paid parking and more!

**How to Apply:**

Please send your cover letter and resume to [careers@civhc.org](mailto:careers@civhc.org) with the job title and your name in the subject line to be considered. Only those selected for an interview will be contacted. Join us in reshaping the future of healthcare!

**Limitations and Disclaimer:**

The above job announcement is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.