



ALL ALASKA
PEDIATRIC
PARTNERSHIP

All Alaska Pediatric Partnership Partnerships Coordinator

Principal Responsibilities: The Partnerships Coordinator has the principal responsibility of coordinating the details and implementation of All Alaska Pediatric Partnership's (A2P2) Early Childhood Network (ECN) and Home Visiting Alliance (HVA) Projects, statewide partnership meetings, supporting the Community Relations Manager in the organization and facilitation of A2P2's partnership work, and potentially future, statewide efforts through coordination, technical and operational support.

POSITION DETAILS

Reports to: Community Relations Manager

Supports: Executive Director, Director of Programs, Community Relations Manager, Community Relations Coordinator and Office Administrator

Oversees: NA

Location: Anchorage office (Hybrid)

FLSA Classification: Exempt; Salary, Full-Time

Compensation: \$65,000 – \$70,000

Benefits: Competitive benefits program includes medical, dental, vision, HSA, generous PTO plan and 11 paid holidays, 403B retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applicants on August 28, 2023

RESPONSIBILITIES

Partnership Coordinator Accountability:

1. Support the Community Relations (CR) Manager in meeting all budget and grant related requirements that support the statewide partnership work of A2P2.
2. Utilize A2P2's existing technology platforms to document outreach and resources to support cross-program staff knowledge of partnership work.
3. Coordinate with Help Me Grow – Alaska (HMG-AK) Program staff, A2P2 network participants and statewide partners to ensure there is a bi-directional path of knowledge and connections.
4. Support the CR & HMG-AK Program Managers to implement HMG-AK outreach in alignment with national fidelity model, including traveling statewide to build relationships with agencies and communities, identifying referral sources for families accessing the HMG-AK Centralized Access Point, and inputting all relevant information into the program database.
5. Coordinate and facilitate monthly virtual meetings, cultivate regular connections with current and prospective ECN members and design a process to onboard members.
6. Build and manage relationships with new and existing communities to ensure a thriving network of peer leaders.
7. In collaboration with State partners, organize didactic presentations, following up with speakers and providing follow up to ECN members.

8. Maintain the ECN web page, including regular resource and calendar updates.
9. Record ECN meetings, take detailed minutes, and follow up on action items.
10. Coordinate the Community Liaison Stipend Program and support communities in structuring town halls, including follow up on deliverables.
11. Oversee the planning of an annual in-person gathering with support from the Community Relations Coordinator for travel and lodging logistics, food and event supplies.
12. Develop and maintain a statewide network of Home Visitors by building and maintaining relationships, connecting professionals around the state and helping to advance the profession through the facilitation of a professional association.
13. Host quarterly virtual meetings led by the needs and interests of alliance members.
14. Vet Core Competencies to be agreed upon and revisited as necessary by the Alliance.
15. Maintain the HVA Webpage, including regular resource and calendar updates and regularly disseminate information to Alliance members statewide.
16. Organize and facilitate an annual virtual Home Visitor Summit.
17. Coordinate and participate in advocacy activities in support of Home Visiting.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska’s children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Public Administration, Public Health, Health Care Administration, Education, Public Policy, Social Work, Communication, Business, Social Sciences or other relevant fields.
- A minimum of five years’ experience in program coordination and/or development, preferably in a health, social services or education field.
- Proficient in Microsoft Office Suite with the demonstrated ability to learn new software applications.

PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- Experience working with diverse communities and demonstrated leadership working towards equity and inclusion.
- Experience and working knowledge of network development.
- Understanding of developmental health and protective factors.
- Understanding of Alaska's landscape of services for children and their families.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work independently.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Ability to work with diverse groups of individuals across sectors to effectively provide information, identify problems and develop feasible solutions.
- Strong organizational skills.
- Analytical and problem-solving abilities, organization skills.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

NOTES

Travel: Travel in and out of state will be required up to 25% of the time. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to employment@a2p2.org. The positions are open until filled; however, cover letters and resumes will be reviewed on August 28, 2023.