JOB DESCRIPTION

Position Title: Learning Strategist, Public Health Initiatives
Department: Science and Practice
Reports to: Director, Prevention and Public Health Initiatives
FLSA Status: Full time, Non-Exempt
Supervises: N/A
Last Reviewed: October 2023

BASIC FUNCTION

Reporting to the Director, Prevention and Public Health Initiatives, the Learning Strategist is a key member of a cross-organizational team that supports a CDC funded public health initiative known as Mobilizing Access Through Capacity Building & Health Equity (MATCH). Learning Strategist will help to develop the Training, Technical Assistance (TA), learning strategies that build capacity and advance health equity across program recipient sites. Working collaboratively with colleagues, the Learning Strategist will leverage the Subject Matter Experts (SME) network and utilize innovative engagement and outreach strategies to meet the training and technical assistance needs of program recipients to design, develop, and implement meaningful, high-quality, and effective capacity-building programming that advances the aims of the MATCH public health initiative and achieves program performance outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a high-level learning and development specialist within core diabetes areas to identify training and TA needs, guiding design of appropriate delivery format, frequency, and learning level.
- Provides learning strategy and integration of learning opportunities across select content priority areas, working in collaboration with CDC project officers and with TA team. Works with SME network to design and deliver high-quality training.
• Assists in design and development of educational materials, toolkits, support resources and tools, training curriculum, workshops, and web-based products for various public health programs.
• Assists in the design and delivery of e-learning peer networks, online learning communities, and other innovative approaches to peer-to-peer learning and networking.
• Performs other related duties that are consistent with success of this broad program.

KNOWLEDGE, SKILLS, AND ABILITIES

• Strong project management skills with attention to detail including the ability to coordinate workflow, determine priorities, meet deadlines, and effectively balance competing demands within a large, multi-year project.
• Team-centered focus with the ability to collaborate and work effectively with national partners, including national associations and foundations, state and local health departments, and community health centers and organizations serving priority populations.
• Effective presentation skills required, with prior experience presenting to diverse audiences virtually and in person.
• Solid analytical, critical thinking, and problem-solving skills: able to define and evaluate challenges, and creatively address them with real-time solutions.
• Excellent communication skills (written, verbal, and interpersonal) with a commitment to cultural humility and diplomacy. Ability to engage a range of partners and stakeholders to actively support program for optimum success.
• Proficient in Microsoft Office, specifically Outlook, Teams, Word, Excel, and PowerPoint required. Experience with project management software, such as Asana, helpful.

EXPERIENCE/EDUCATION

• Bachelor’s degree in public health, program evaluation, or relevant field required, advanced degree preferred.
• Minimum of 5-7+ years’ experience in developing and overseeing the provision of training, technical assistance, and related capacity-building programming to the public health or healthcare workforce within national or state-based organizations, professional associations, hospital or health center settings, or relevant applied experience.
• Knowledge of evidence-based approaches to diabetes prevention and care, including the National Diabetes Prevention Program and/or diabetes self-management education and support services.
• Demonstrated experience working within interdisciplinary, cross-functional, and inter-organizational teams utilizing group meeting software, learning systems, and project management technologies.
• Understanding of social determinants of health and health equity. Ability to work with diverse populations in a spirit of humility, curiosity, and discovery.
• Familiarity with CDC cooperative agreements, grant development, management, and administration.
PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, and work files. Occasional lifting, up to 25 lbs. Must be available for day and overnight travel by air and/or automobile.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires availability and flexibility to work and attend organization sponsored events and meetings across the country for multiple days at a time.