Manager of Educational Initiatives

The Association of Schools and Programs of Public Health (ASPPH) is a 501(c)(3) membership organization located in Washington, DC that serves as the voice of accredited academic public health. ASPPH’s 35-person staff serves more than 137 academic schools and programs of public health accredited by the Council on Education for Public Health (CEPH). ASPPH’s mission is to strengthen the capacity of our members by advancing leadership, excellence, and collaboration. Our vision is improved health for everyone, everywhere.

ASPPH is committed to our core values of diversity, equity, and inclusion and actively works to integrate these core values into all elements of our work. ASPPH is an equal opportunity employer and highly encourages candidates from all backgrounds to apply, including people of color, ethnic minorities, new Americans (immigrants and refugees), LGBTQ+ individuals, people with alternate abilities, indigenous individuals, and veterans. ASPPH complies with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. ASPPH maintains a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Position Purpose
The Manager of Educational Initiatives works primarily with the Chief Academic Officer and the Academic division team and interacts frequently with other organizational divisions. The fundamental purpose of this position is to contribute to ASPPH’s mission of advancing academic public health by mobilizing the collective power of our members to drive excellence and innovation in education, research, and practice. The Manager is responsible for supporting overall project administration for a diverse range of initiatives and funded projects aimed to advance the education, practice, workforce training and preparation and professional development elements of the ASPPH mission and strategic framework. The Manager engages with, and solicits input from, a broad range of stakeholders including members, organizational partners, and internal colleagues to develop high-quality products, resources, and tools that are responsive to members’ interests.
**Primary Responsibilities**

- Manage a diverse portfolio of educational initiatives to support the work of Chief Academic Officer.
- Collaborate with Chief Academic Officer, and other members of the Academics team to develop and implement project deliverables to enhance quality and innovation in workforce development, inclusive excellence, undergraduate and graduate education, and practice for public health.
- Create reports, articles, newsletters, and other documents to promote ASPPH initiatives and fulfill project deliverables.
- Coordinate efforts to: provide training opportunities on a variety of topics related to excellence and innovation in education, practice, and professional development; identify faculty development, teaching, and learning tools, and member resources for sharing with ASPPH members.
- Contribute to developing programming for meetings, retreats, and webinars, including developing content and recruiting and onboarding speakers.
- Schedule working group meetings, draft meeting minutes, assist in creating, editing, and refining final products, and track and communicate progress, both internally and externally.

**Additional Responsibilities:**

- Support workforce development activities for current and future public health professionals.
- Assist with grant writing.
- Participate in meetings with external partners.
- Contribute to other strategic initiatives and priorities.
- Other duties as assigned.

**Minimum Qualifications**

A minimum of 3 years post-graduate experience supervising, directing, or managing teams in a higher education, government, association/non-profit, or healthcare setting. Must have proven track-record that demonstrates an ability to:

- Set priorities and implement strategy
- Lead projects and initiatives
- Work independently, initiate project activities, handle multiple tasks, and excellent time-management
- Collaborate effectively with others
- Perform with accuracy and effectiveness
- Solve problems creatively
- Respond to requests with urgency and accuracy
**Education**
Master’s degree in public health, higher education, or related field preferred. Holders of the Certified in Public Health (CPH) credential preferred.

**Additional Information**

- **Work Locale:** The position will be based in the ASPPH's Washington, DC office. ASPPH maintains a hybrid work environment.

- **Reports To:** Chief Academic Officer

- **Authority to Work in the US:** The individual must be legally eligible to work in the US.

- **Travel Requirements:** The position may involve occasional travel to member institutions and participation in meetings related to the position’s professional responsibilities.

- **Compensation:** The position’s compensation level is based on industry salary surveys and the individual’s experience. ASPPH offers a generous benefits package.

- **Position:** Full-time, exempt position.

**Working at ASPPH**
As an organization dedicated to the advancement of academic public health, ASPPH promotes a healthy work-life balance for our employees. We maintain a 35-hour work week, flexible schedules, a hybrid work environment, competitive and generous health and wellness benefits, a generous PTO program including 3 weeks of paid leave, 12 paid holidays, paternity/maternity leave, DC Family and Medical Leave, a casual attire policy, and a 403b retirement plan with ASPPH contributing after 2 years of service. ASPPH’s beautiful office is new, with ample co-working spaces. The class A building has multiple amenities, including a spa-like fitness room with access to showers and lockers, designated bike space, and in-building parking.

**To Apply**
To apply, [submit cover letter and resume here](#). Applications will be accepted through June 24, 2022. No phone calls please.