



**Community Education Group  
Job Posting  
Program Associate – West Virginia**

**About the Organization:**

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

**Position Summary:**

West Virginia Program Associates will work to sustain CEG by providing both general as-needed administrative support and managing one or more programs at times. Depending on the specific demands and responsibilities of a given program, associated job duties may include creating plans and budgets, tracking membership or partnerships, coordinating, and attending virtual and in-person meetings, representing CEG at both in-person and virtual events, developing program literature, and researching or analyzing data.

<b><u>Job Location:</u></b>	West Virginia with occasional in-state travel required
<b><u>Travel Requirements:</u></b>	Less than 40%
<b><u>Reporting Relationship:</u></b>	Deputy Director, Regional and National Policy Director, West Virginia Project Manager, External Affairs Manager, West Virginia State and Local Policy Manager
<b><u>Supervisory Relationship:</u></b>	N/A

**Agency-Wide Duties and Responsibilities:**

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible





- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Cultural humility
  - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

**Position-Specific Duties/Responsibilities:**

- Provide support for CEG's various West Virginia-specific projects, programs, and endeavors
- Provide direct support for CEG's Lessons Learned, Lessons Applied Program
- Conduct policy, demographic, and historical research
- Develop and maintain contact lists
- Assist with grant proposals and submissions
- Conduct literature reviews
- Assist with manuscript writing and conference presentations
- Prepare programmatic and grant reports
- Work closely with core team members on projects related to the organization's goals and mission
- Participate in weekly team meetings

**Professional Qualifications:**

- Bachelor's degree or a high school diploma and commensurate experience are preferred
- Excellent oral and written communication skills; ability to write persuasively, clearly, and concisely
- Proficient with the Microsoft 365 suite of programs, including Word, Excel, PowerPoint, and Outlook
- Familiarity with, or willingness to learn, basic graphic design skills using the Affinity suite of design programs (Designer, Photo, and Publisher).
- Familiarity with some form of project management software or applications; ClickUp is preferred, but experience with Asana, Slack or other applications are a plus.
- Excellent interpersonal and cross-cultural communication skills, and ability to collaborate effectively across multiple stakeholders.
- Bachelor's degree and 4 years related experience or equivalent combination.





- Experience in a field that developed familiarity with social, economic and/or political conditions and issues in West Virginia.
- Experience in designing, implementing and directing multiple complex projects and ensuring program accountability.
- Communications experience including preparing and presenting to a variety of audiences, developing written communications and/or implementing and evaluating communication and engagement plan/strategies.
- Experience working with corporate or NGO partners, and government agencies.

**General Skill Requirements:**

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking, and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions
- When necessary, with minimal direct supervision, work remotely without supervisory accompaniment
- Ability to work both offsite (at times) and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

**Physical and Sensory Requirements:**

- Ability to read, write, and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

**Compensation and Benefits:**

Hourly Wages start at \$17.50. CEG offers a standard benefits package including paid time off.

**How to Apply:**





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Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks, people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin September 10<sup>th</sup>, 2021** and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit [www.communityeducationgroup.org](http://www.communityeducationgroup.org).

