Community Health Planning and Data Specialist
Job Description

ROLE OVERVIEW

The Community Health Planning and Data Specialist promotes individual and population health by supporting assessment, planning, and evaluation work of NALHD. They will join a supportive and fast-paced work environment at our growing nonprofit professional that serves local health departments across Nebraska. This individual will apply experience and expertise collecting and working with public health-related data to NALHD's assessment, planning and evaluation work.

NALHD is a collaborative organization. Staff at all levels are engaged in solving the challenges that face NALHD and the local health departments we serve. We encourage staff to explore and generate fresh ideas and innovative approaches to their work.

SELECTED TASKS

Specific tasks of this position will include:

- Contribute significantly to assessment, planning, and evaluation work of NALHD, related to internal projects and to contracts that support local health departments and other partners.
- Provide leadership on some project activities/components.
- Identify, gather, organize, manage, and synthesize data related to the community health assessment and improvement processes.
    - Develop and manage surveys.
    - Assist with implementing focus groups, key informant interviews, and other data collection methods.
    - Identify and synthesize secondary data sources (such sources include but are not limited to census data, vital statistics, health-related survey and surveillance data and hospital/health insurance claims data).
    - Identify trends and themes from data.
    - Help with proposals and reports.
- Facilitate, coordinate and/or support community meetings.
    - Co-facilitate meetings with other NALHD staff with meeting notes,
    - Co-produce virtual meetings (i.e. running the host features of Zoom or other online platform).
    - Coordinate meeting logistics, including on virtual platforms such as Zoom.
    - Assist with meeting notes.
- Assure assessment and planning products are health literate.
    - Proofread and edit copy to ensure proper grammar, spelling, syntax, and style.
    - Develop health literate data visualizations.
    - Provide understandable results, data and key functions of assessment and planning work.
    - Assist in the dissemination to target populations.

- Conduct literature reviews of published and grey literature.
- Review documents and other project products.
- Assist in the design and implementation of evaluation projects.
- Other duties as assigned.

REQUIREMENTS:

- Self-motivated, highly professional, creative, flexible individual who takes initiative. Ready to excel at designated tasks and to help with overflow work from specific projects, as needed.
- Ability and poise to work well with all levels of internal management, staff, board of directors, local health department staff, as well as outside clients and stakeholders.
- Ability to think independently, determine next steps in ambiguous contexts and adapt to changing priorities and requirements.
- Excellent interpersonal communication and organizational skills; ability to provide oral presentations to groups representing community/public health professionals; ability to present and relay information to different audiences.
- Proficiency with the Microsoft Office Suite; willingness to learn Qualtrics and other data synthesis tools.
- Strong writing skills with an excellent knowledge of English grammar and style.
- Ability to meet deadlines.
- Attentive to detail.
- Strong internet research skills.
- Trustworthy with confidential and sensitive information.
- Interest in Public Health.
- Bachelor's degree required, preferred in public health, mathematics/statistics, or related field.

PREFERRED EXPERIENCE:

- Experience with project coordination.
- Experience facilitating groups.
- Experience with data gathering and synthesizing; ability to read, interpret and synthesize population health data.
- Experience with designing digital maps and other spatial visualizations with geographic data and other data sources.
- Experience with online tools for collaboration, data collection, and social networking including: Qualtrics, SPSS/SAS, Excel, Share File, Basecamp
- Master's degree preferred in public health, epidemiology, statistics, computer science, community planning, geography, or related field.

LOCATION:

This position is based at the NALHD office in Lincoln, Nebraska. The Community Health Planning and Data Specialist will primarily work on site unless prior approval is granted by the Program Manager. This position requires some in-state travel. Some overnight stays may be necessary.

TIME-COMMITMENT:

The Community Health Planning and Data Specialist position is full time, hourly, between 32 and 40 hours/week.

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Signature of employee   Date