

Healthcare Foundation of Northern Lake County
Program Associate
Position Description

ORGANIZATIONAL OVERVIEW

The Healthcare Foundation of Northern Lake County is a private, independent foundation dedicated to improving access to quality healthcare and advancing health equity for underserved residents of northern Lake County, Illinois. We partner with nonprofit organizations, community leaders, and systems partners to address both immediate healthcare needs and the broader Social Drivers of Health (SDOH) that shape individual and community wellbeing.

The Foundation invests in a comprehensive set of strategies that advance health equity by improving access to healthcare services and addressing the SDOH. This includes funding for clinical care, community-based health education, and healthcare degree scholarships for Lake County residents, alongside investments that strengthen income and employment opportunities, social support and community engagement, and access to healthy food—recognizing that health is shaped by both care systems and the conditions in which people live, work, and connect.

Guided by a commitment to Justice, Equity, Diversity, and Inclusion in Health Equity (JEDI-HE), the Foundation takes a trust-based, relationship-centered approach to philanthropy. We value community knowledge, lived experience, and collaboration, and we work alongside grantees to strengthen organizational capacity, foster learning, and drive sustainable change across northern Lake County.

There is no need to be overly concerned if you believe that you may not meet every requirement for the position. Some studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At HFNLC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your past experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway.

POSITION OVERVIEW

The Program Associate is a core member of the Foundation's program team and reports to the Senior Director of Community Impact Programs. In this role, the Program Associate supports the Foundation's programmatic goals and day-to-day operations, with primary responsibility for grantmaking support and communications. The Program Associate plays an important role in advancing the Foundation's commitment to Justice, Equity, Diversity, and Inclusion in Health Equity (JEDI-HE) across grantmaking, communications, and community engagement efforts. Additionally, this role works closely with the Executive Director to ensure alignment across grantmaking, communications, and operational processes, contributing to effective planning, implementation, and continuous improvement of the Foundation's work.

Through a trust-based, relationship-centered approach to philanthropy, the Program Associate works collaboratively with grantee partners and internal colleagues to support learning, coordination, and effective implementation of the Foundation's strategies. The ideal candidate is mission-driven, detail-oriented, flexible, and eager to learn, with strong writing and social media skills and a willingness to take on new projects and responsibilities as needed.

LOCATION

Grayslake, Illinois

RESPONSIBILITIES

The successful candidate is a confident, analytical, and agile problem solver with the ability to handle several programmatic and administrative tasks simultaneously. The successful candidate also has a demonstrated educational background and/or professional interest in the Foundation's area of interest.

General Program Responsibilities

- Work collaboratively with the Senior Director of Community Impact Programs to track grant inquiries, grant proposals, existing grants, and grantee reports.
- Draft grant proposal summaries and other documents for grant approval meetings and board meetings as needed in partnership with the Senior Director of Community Impact Programs.
- Conduct research in new or emerging areas of the Foundation's strategy to help inform decision making.
- Attend, support the planning of, and help coordinate meetings, convenings, and events on behalf of the Foundation.
- Provide feedback on the Foundation's strategies and work plan.
- Support the Foundation's Senior Director of Community Impact Programs in assessing and addressing grantees' technical assistance needs.
- Support basic evaluation and learning activities, including tracking outputs, reviewing grantee reports, synthesizing qualitative and quantitative data, and helping translate insights into program improvements.
- Support Foundation leadership with the development and coordination of technical assistance webinars and conference sessions.

General Communications Responsibilities

- Developing Foundation website content, including website resource pages, write blog posts, curate video pages, solicit, edit, and respond to guest blog posts from community members and leaders, and track media hits and event updates.

- Coordinate all Foundation social media platform updates and engage with social media allies.
- Collaborate with the Director of Operations to write and lay out monthly newsletter and other e-blasts.
- Provide community engagement campaign and grantee communication support and technical assistance as assigned, which may include weekly newsletters, website updates, and social media engagement.
- Draft and edit other external communications as needed, such as op-eds or public comments by Foundation leadership.

General Administrative Responsibilities

- Support the Senior Director of Community Impact Programs in managing workflow, including tracking of incoming projects or developing project ideas, initiating planning meetings with other staff, and ensuring projects are completed on time.
- Demonstrate a learning mindset by seeking feedback, building new skills, and continuously improving systems, processes, and practices.
- Work closely with the Director of Operations in maintaining office systems such as filing, scheduling, and board meeting preparation.
- Learn, maintain, and where appropriate, suggest improvements to systems to enable smooth functioning of the Foundation's office.
- Other duties as assigned.

QUALIFICATIONS

- Experience in supporting a team, including developing shared plans, and coordinating external and internal communications.
- Experience with grassroots organizing and philanthropy a plus.
- Excellent analytic, writing, and project planning skills. Advanced communication skills needed in writing and social media.
- Ability to manage multiple, often competing deadlines; establish and negotiate timelines; and ensure timely delivery of high-quality work.
- Creativity, flexibility, sound judgment, and ability to take initiative and work independently as well as a part of a team.
- Curiosity and a commitment to learning, including openness to new approaches in philanthropy, community engagement, and health equity.
- Effective interpersonal skills and demonstrated ability to interact professionally with diverse staff, grantees, board members, and consultants. A team player who can add value to the team beyond his/her area of expertise.
- Outstanding organizational and project management experience, including the ability to move work from concept to implementation and completion.
- A strong sense of passion, purpose, and sense of humor.
- Comfort communicating in Spanish is a bonus; English fluency required.

- Bachelor's degree in areas such as social work, public policy, social sciences, public/community health, human services, or nonprofit management encouraged; candidates with commensurate experience will be given full consideration.

Salary Range: \$60,000 – \$75,000, based on skills, experience, and alignment with the responsibilities of the role.

The Foundation offers a robust benefits package that reflects our commitment to equity, wellbeing, and sustainability, including:

- Retirement benefits with a 5% employer contribution and up to a 5% employer match
- Health insurance reimbursement through a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) for employee and spouse or legal domestic partner
- Generous paid time off, including vacation, sick leave, and paid holidays
- A hybrid work schedule, with a combination of work from home, in-office presence at the Foundation's Grayslake office, and in community
- Benefits that support work-life balance, learning, and long-term financial security

How to apply: Please email your resume and cover letter with "Program Associate" in the subject line to Dr. Venoncia M. Baté-Ambrus at vbateambrus@hfnlc.org and Angela Baran at angela.baran@hfnlc.org

The Healthcare Foundation of Northern Lake County is committed to Justice, Equity, Diversity, and Inclusion and strongly encourages applications from individuals whose lived experiences and perspectives reflect the communities we serve.