



Position Description: Community Health Associate

Firm Overview

Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. Since 2002, we have worked toward our vision of **“thriving, equitable communities”** by working with our clients to strategically respond to challenges and opportunities they face. We are skilled in analysis, program and policy development, planning, public engagement, and implementation. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally and statewide. “Engage, Plan, Implement” is our approach to helping people, organizations and communities get beyond ideas to make things happen.

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project’s most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

Our offices are in downtown Anchorage, on G Street and 7th Avenue, and in downtown Boise at 8th and Bannock Streets. For more information about our company, please explore our website at www.agnewbeck.com.

Position Description

The Community Health Associate works as part of a team under the direction of firm principals and project managers. Together, we provide services to communities, Tribal entities, nonprofit, and local and statewide agencies. Depending on the needs of the client, the Associate may directly engage in or support a wide range of activities including research, writing, interviews, data analysis, document creation, mapping and graphic concept development, business and feasibility planning, strategic planning and stakeholder engagement and facilitation. This position is based in Agnew::Beck’s Anchorage office however the employee may telecommute from any location and may work on projects and with teams located in Alaska and elsewhere.

Minimum Education/Experience Requirements

The successful applicant will meet the following minimum requirements:

- Bachelor’s or Master’s degree in social work, psychology, counseling, public health or related human service fields **or** degree in relevant field(s) combined with three or more years of related experience, including personal experience.
- Two years of experience in relevant fields that reflects competency in some combination of communication, documentation, data management, research and analysis, technical writing, program design and evaluation, project management, stakeholder engagement, physical and human community planning and development.
- Experience and ability to work with people from a variety of backgrounds, including the ability to incorporate the perspectives of and consider policy and decision-making impacts on communities, including Alaska Native /American Indian populations and Tribal organizations, refugee and immigrant populations, communities of color, people who have experienced homelessness, and people who have experienced trauma.
- A demonstrated understanding of systemic racism and colonization and their impacts on communities; a demonstrated commitment to continual self-education and increasing fluency to communicate effectively about systemic racism and colonization and their effects; and a demonstrated commitment to dismantling them.

Knowledge, Skills and Abilities

The successful applicant will have the following knowledge, skills and abilities:

- Content knowledge in one or more of the following areas related to health and human services:
 - Program operations,
 - Service delivery,
 - Data management,
 - Evaluation; and/or
 - Staff management
- Skills in the following areas:
 - Strong research and analytical skills
 - Strong verbal and non-verbal communication,
 - Strong writing and documentation skills (including use of Microsoft Word); and
 - Basic data analysis skills (include use of Microsoft Excel)
- The ability to:
 - Quickly establish positive relationships and participate in conversations;
 - Generate original documents and meet high standards of quality assurance;
 - Work at an efficient pace, organize work and problem-solve;
 - Seek additional help/support when needed; and,
 - Work both independently and as an active, engaged team member.
- The ability to travel to, from and within Alaska, Idaho and other locations, as needed and in accordance with current health and safety travel guidelines.
- Additional skills beneficial to this position (but not required) include proficiency in budget management, business planning, program implementation and management, service billing, and quality assurance.

Compensation and Benefits

- This full-time, hourly position works 35-40 hours per week at a competitive pay (annual pay range is \$55,000 to \$70,000, depending on experience) with opportunities for annual increases based on cost-of-living increases and individual performance at firm discretion. Our office hours are 8:30 am to 5 pm, with flexibility available on a pre- approved basis.
- Full-time employees are eligible for firm benefits including employer-contribution health insurance, paid time off, retirement contributions and additional benefits, including professional development, health and lifestyle benefits.
- Agnew::Beck is committed to encouraging and supporting our employees' advancement. Firm funding is available to attend pertinent, quality trainings and conferences.