

Position Opportunity: Program Specialist (*Part-Time, Fully Remote*)

The [Institute for Patient- and Family-Centered Care](#) (IPFCC) is a 501(c)(3) nonprofit organization that provides leadership to advance the understanding and practice of patient- and family-centered care (PFCC). By promoting collaborative, empowering relationships among patients, families, and health care professionals, IPFCC facilitates patient- and family-centered change within and across health care settings. IPFCC accomplishes its mission through training and technical assistance; research projects; learning events; and the development of resource materials and guidance.

Position Description

IPFCC is hiring a part-time Program Specialist to support multiple projects and initiatives. IPFCC seeks an individual with an understanding of and commitment to patient- and family-centered care; patient and family engagement; and/or patient, family, and community partnerships.

Key Responsibilities

- Provide support for qualitative research projects, including conducting interviews and focus groups, analyzing qualitative data, and writing research reports.
- Collaborate on the development of plain language resources to advance the understanding and practice of PFCC, including information briefs, toolkits, guidance documents, and reports.
- Provide support for virtual and occasional in-person learning events, including overseeing pre- and post-event logistics, directing online marketing efforts, developing slide decks, supporting presenters, and providing facilitation.
- Provide project management support, including development of project plans and timelines, outreach to and engagement of project partners, meeting facilitation, project reporting, and coordination of team members.
- Contribute to advancing PFCC awareness, understanding, and practice, including developing content for IPFCC's monthly newsletter, *Pinwheel Pages*; identifying articles and resources to share via social media; developing e-blasts about upcoming IPFCC events and projects; and contributing to IPFCC's online learning community, [PFCC.Connect](#).
- Develop relationships with individuals and organizations to strengthen and expand IPFCC's network of partners and collaborators.

Qualifications

- Minimum of 5-8 years of working experience, and a Bachelor's degree in a related field (e.g., public health, social sciences, public policy). A Master's degree in a related field is preferred, but not required.
- Knowledge of and demonstrated commitment to patient- and family-centered care, patient and family engagement, and the development of partnerships with individuals with lived experience. Familiarity with issues related to health equity preferred.
- Excellent writing skills, with an emphasis on plain language writing.
- Strong facilitation skills for leading and contributing to meetings and webinars.
- Strong organizational skills, attention to detail, highly motivated, ability to work both collaboratively and independently, and ability to prioritize tasks in a flexible environment.

Additional Information

- This is a part-time position (approximately 16-24 hours per week). IPFCC offers flexible hours as project work permits.
- IPFCC is a small, fully-virtual organization with a collaborative work environment. IPFCC prides itself on high-quality work that is responsive to the needs of our funders, clients, and partners. Staff are dedicated to advancing PFCC, highly motivated, and committed to developing effective and meaningful partnerships in all aspects of our work.
- IPFCC models partnership in all of our work and would be interested in candidates who bring lived experience as a patient, family member, or caregiver.
- This position will report to IPFCC's Vice President for Strategic Initiatives and Operations.

Compensation

This is an hourly position. Compensation is commensurate with experience and education. Please state hourly compensation requirements in the cover letter.

Benefits for this position include paid holidays, vacation, and sick leave, along with eligibility for IPFCC's retirement plan. IPFCC offers a highly flexible working environment that understands and respects family commitments.

IPFCC is an equal-opportunity employer. It is IPFCC policy not to discriminate against any employee or job applicant because of any legally recognized basis, including, but not limited to, race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

To Apply

To apply, please send a resume, cover letter, and writing sample to HR@ipfcc.org. Applications will be reviewed on a rolling basis.

Position posted: October 11, 2023