



THE IMMUNIZATION PARTNERSHIP
IMMUNIZATION DATA AND CONTENT MANAGER
JOB DESCRIPTION AND RESPONSIBILITIES

ORGANIZATIONAL BACKGROUND

The vision for The Immunization Partnership (TIP) is a community protected from vaccine-preventable diseases. TIP's mission is to advocate for disease prevention using an impactful network of vaccine champions who promote education and evidence-based public policy on the health benefits of childhood and adult vaccinations. TIP aspires to be the trusted resource for increasing immunization rates to create healthier communities.

The Immunization Partnership has an outstanding team of knowledgeable individuals whose backgrounds comprise public health, policy, non-profit, and legal expertise. We value the collaboration of distinct ideas to launch advocacy initiatives, establish long-lasting partnerships, and conduct grassroots and community education programs. We are all committed to the mission of eradicating vaccine-preventable diseases.

IMMUNIZATION DATA AND CONTENT MANAGER

The Immunization Data and Content Manager will serve as a subject-matter expert in partnerships with other healthcare providers and stakeholders. The Immunization Data and Content Manager will focus on delivering education to partners and prioritized communities of focus. This position will review and compile data, synthesize data to appropriate audiences, and use the data to help formulate education and outreach.

MAJOR RESPONSIBILITIES

- Deliver educational information through various means such as coordinating webinars, organizing online resources, and developing toolkits and trainings.
- Research, monitor, and analyze immunizations issues affecting related to the organization's mission and/or strategic roadmap.
- Review and maintain knowledge of current immunization-related state and federal policies and regulations.
- Monitor, recommend and prepare communications on local, state, and national immunization data and issues.
- Identify immunization knowledge gaps and training needs.
- Provide education and outreach to health care professionals, community members, and stakeholders to increase awareness on the benefits of immunizations.
- Support and provide ongoing educational content that utilizes engagement strategies (such as trauma-informed community engagement) and addresses vaccine hesitancy and misinformation, historical injustices, minimizes mistrust, and advances health equity.
- Through listening and anecdotal collection, research and data collection identify barriers and opportunities/strategies for immunizations.
- Provide professional consultation, technical assistance, resources, and presentations related to immunization goals.
- Provide technical assistance and advice to internal and external partners to educate on and improve immunization rates.

- Collaborate with partners to support the dissemination of resources.
- Conduct presentations as needed to promote the organization to external stakeholders.
- Recommend and create materials that will aid in the support of TIP relationships with stakeholders, partner organizations, coalitions, and associations throughout the state that advance strategic goals.
- Demonstrate commitment to an environment that fosters open communication, teamwork, commitment to quality service; fostering a culture of learning and continuous improvement.
- Other duties as assigned.
- Some in-state travel may be required.

QUALIFICATIONS

- Bachelor's degree in public health, nursing, health education, social work, or related field.
- Preferred Master's degree in public health, nursing, health education, social work or a related field, or equivalent skills and experience.
- Minimum 3 years of experience in major responsibilities.
- Ability to provide independent advice and guidance to health care professionals and the public within area of expertise.
- Ability to translate complex scientific concepts for different audiences.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated ability to clearly and effectively communicate orally and in writing with supervisor, co-workers, health care providers, community organizations, and the general public.
- Skill in organizing resources, establishing priorities, and working efficiently.
- Skill in conducting training and in making group presentations.
- Knowledge of maternal, child, adolescent and adult health and immunization promotion.
- Experience in public speaking.
- Experience in conducting trainings and making group presentations.
- Experience working in and supporting underserved or historically marginalized communities.
- Ability to take initiative and identify the information needed to meet organizational objectives.
- High proficiency in MS Office.
- Preferred experience in data mapping.
- Bilingual in English/Spanish preferred.
- Position located in Houston.

POST OFFICE BOX 346
HOUSTON, TEXAS 77001
281-400-3689

WWW.IMMUNIZEUSA.ORG
CAREERS@IMMUNIZEUSA.ORG