



Health Equity & Mobile Clinic Manager Job Description & Responsibilities

This is an exempt and temporary limited-term position ending June 30, 2025, with the potential for renewal based on available funding.

Background on the Idaho Immunization Coalition

The Idaho Immunization Coalition (IIC) is a vital assembly of statewide stakeholders dedicated to promoting health and preventing serious illness through immunization protection of all Idahoans.

Ensuring that all Idahoans have access to necessary services and benefits is essential for upholding the Idaho Immunization Coalition's commitment to fair and equal access for all residents, especially those who have been marginalized.

The Idaho Immunization Coalition received its 501c3 status in May 2012 with the goal of bringing together community members committed to promoting vaccines and protecting Idaho communities. Today the Idaho Immunization Coalition is working towards building a more effective statewide organization through building strong partnerships, engaging in community-based efforts, serving as a resource for immunization education and information, and promoting access to immunizations for all Idahoans. The foundation of this effort comes from the Idaho Immunization Coalition's diverse and inclusive membership working together to sustain local coalition efforts and community-based support for immunizations.

The Idaho Immunization Coalition is seeking an outgoing, talented, creative team player with high leadership, interpersonal, organizational, and communication skills. The ideal individual brings outstanding skills, competencies, and abilities, is committed to serving Idahoans - particularly underserved and vulnerable communities - enjoys a high degree of interaction with others, can work both independently and collaboratively, and has a positive, can-do attitude.

The Idaho Immunization Coalition looks to hire employees who have a record of demonstrating IIC core values of respect, quality, passion, diversity & meaningful inclusion, accountability, teamwork, and compassion.

Example of Job Duties: The Health Equity & Mobile Clinic Manager position works under the guidance of the Community Outreach Coordinator and Executive Director, and primary duties and responsibilities include but are not limited to the following:

- Lead, supervise, and evaluate Health Equity Coordinator and Independent Interpretation/Translation contractors.
- Coordinate with Community Engagement Coordinator to support large community vaccine clinics.
- Initiate, attend, lead, and execute community immunization education & mobile vaccine clinics in Southern Idaho.
- Build relationships in priority communities, community-based organizations, and health care providers with the Idaho Immunization Coalition.
- Assist the Health Equity Coordinator in the implementation of community listening sessions to develop an informed and community-focused plan for culturally

- appropriate service delivery and the development of marketing materials.
- Coordinate with Health Equity Coordinator in planning and implementing vaccine education sessions.
- Coordinate with the Education and Operation Director on strategies to implement IIC's strategic plan.
- Available to work evenings and weekends.
- Available to travel through Idaho, specifically in service delivery areas (Treasure Valley, Magic Valley, and Southeastern Idaho).
- Other duties as assigned.

Experience and Qualifications:

- Must have 2-5 years of experience implementing community health initiatives.
- Minimum of 2-5 years of supervision experience.
- A minimum of a bachelor's degree in nursing, non for profit, public health, health promotion, public administration, or a similar degree.
- Ability to multi-task and complete complex, time-sensitive project management tasks with high quality and attention to detail.
- Comfortable working in rural communities and working with communities who have experienced health inequity.
- Knowledge of community-based programs in the Treasure Valley, Magic Valley, and Southeastern Idaho, such as civic engagement, immigration programs, food banks, and programs that serve the Latinx community.
- Ability to work in a collaborative, fast-paced, and busy environment.
- Ability to collaborate with, lead, and influence community stakeholders.
- Outstanding oral and written communication skills.
- Ability to be flexible and pivot job responsibilities because of the nature of this job role.
- Verbal and written Spanish fluency is a plus.
- Familiarity with routine vaccines for adults and youth.
- Possess a valid driver's license.
- Excellent computer skills.

The Idaho Immunization Coalition is an Equal Employment Opportunity (EEO) Employer.

Physical requirements: Able to move equipment up to 45 pounds. Position oneself to set up equipment, including under desks. Able to remain in a stationary position during events and navigate stairs.

Work location: Hybrid, home, and office, with the ability to travel.

Work Schedule: This position varies depending on the events and clinics scheduled, nights and weekends are expected. 50% administrative work 50% community work.

Salary & benefits: \$65,000-\$75,000, plus a generous benefits package.

A BACKGROUND CHECK WILL BE COMPLETED PRIOR TO HIRING.

Contact information: If interested, please direct inquiries and applications to Heather Gagliano, HG@idahoimmune.org