



Position Title: Mid America Immunization Coalition (MAIC) Director

Reports To: Executive Director, Nurture KC

Supervision Exercised: Volunteers, support staff

The Mid America Immunization Coalition (MAIC) is a program of Nurture KC, an organization dedicated to reducing infant and maternal mortality in Kansas City. Founded in 1992, MAIC covers the five-county metro of Kansas City encompassing Jackson, Clay and Platte, counties in MO and Johnson and Wyandotte counties in KS.

Position Function: This position is responsible for the following within Nurture KC:

Lead the Mid America Immunization Coalition to build support for vaccination and improve metro wide vaccination rates, particularly for underserved populations, through direct service, education, organizational/volunteer infrastructure and public policy. This position is responsible for establishing organizational vision and strategy, as well as implementation of goals.

- Conduct and implement strategic and action planning to build the MAIC organizational structure and programmatic goals and outcomes.
- Coordinate and recruit members to the MAIC steering committee based on immunization expertise and dedication to health equity.
- Coordinate flu and COVID-19 clinics at partner sites.
- Monitor issues/legislation of concern to Nurture KC, on immunization policy at a local, state and national level with the guidance of the Executive Director. This includes: writing and presenting testimony, providing bill summaries, educating decision-makers, and tracking legislation progress.
- Develop a working committee structure for MAIC members.
- Coordinate quarterly membership meetings and monthly steering committee meetings.
- Build MAIC membership throughout the Kansas City metro.
- Serve as the content expert on immunization and a resource both internally and to external partners. This content includes: health equity and immunization; vaccination rates in Kansas and Missouri; vaccination schedule.
- Develop immunization programming for utilization in Nurture KC's other mission area, Healthy Start. Healthy Start serves pregnant women and children in Kansas City.
- Manage grant writing, reporting and tracking outcomes and fund-raising activities related to MAIC under the guidance of the Nurture KC Executive Director
- Provide materials and information for communications and marketing, such as newsletter articles, press releases, publications, web site content and social media.
- Act as the main liaison on state and national immunization initiatives.

- Lead outreach efforts that include participation in community events such as health fairs.
- Prepare materials and conduct educational trainings on immunization issues before varied audiences.
- Prepare monthly reports on MAIC activities.
- Develop pro-vaccine parent and health professional groups in Johnson and Wyandotte Counties.
- Serve on the Nurture KC Senior Management Team
- Build relationships with state and local government health officials to promote MAIC sustainability

JOB QUALIFICATIONS

Required qualifications:

- Bachelor's degree preferably in health or social sciences
- Five years of experience in public health, advocacy, or related field
- Excellent computer skills (experience with Microsoft Office -Word, Excel, Outlook and Power Point)
- Excellent written and oral communication skills
- Grant writing experience
- Program evaluation
- Knowledge of community resources and services
- Experience in community outreach and project coordination
- Experience in working with volunteers and community agencies
- Experience in event and meeting planning
- Public speaking experience

Preferred qualifications

- Master's degree in related field
- Public policy experience
- Bilingual, English and Spanish
- Volunteer management
- Program management
- Non-profit experience
- Senior management team experience

To apply

Send a copy of your résumé, letter of interest and writing sample to: info@nurturekc.org

It is the policy of Nurture KC to provide equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, pregnancy, sexual orientation, age, disability, genetic information including family medical history, citizenship, past or current military service, future military obligations, or any other status, characteristic, or condition that is protected by applicable law.