

## **NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTORS**

### **Public Health AmeriCorps New Hampshire Service Opportunity II**

#### **POSITION OVERVIEW:**

**Position Name:** NACDD Public Health AmeriCorps Service Member

**Position Type/Hours:** Three Quarter Time/1200 hours

**Service Location:** New Hampshire Hunger Solutions, INC  
100 N. Main St. Suite 400 Concord, NH 03301.

**Living Allowance:** \$8,074.00

**Education Award:** \$5,176.50

**Total Award:** \$13,250.50

#### **PROGRAM PURPOSE:**

The National Association of Chronic Disease Directors (NACDD) is a national public health non-profit agency focused on improving the health of the public by strengthening state and national leadership and expertise for chronic disease prevention and control. NACDD's core membership is composed of the 59 State and Territorial Health Department Chronic Disease Directors and their staff who protect the health of the public through primary and secondary prevention efforts and work "upstream" on root causes of chronic conditions. NACDD promotes health and reduces the burden of chronic disease through various programs and initiatives in collaboration with the Centers for Disease Control and Prevention's (CDC) Division of Nutrition, Physical Activity, and Obesity and the Division of Population Health, and a team of nationally recognized experts.

To enhance public health resources across the country and support state and local public health settings respond to and recover from the COVID-19 pandemic, the Public Health AmeriCorps (PHA) program supports the recruitment, training, and development of the next generation of public health leaders. In partnership with a State Health Departments, Local Health Departments, other community-based organizations, and/or local YMCAs or YMCA State Alliances, Service Members will be placed across twenty states to advance existing efforts around food and nutrition security, safe physical activity access, social connectedness, and health equity, all within the context of the impact of the COVID-19 pandemic.

#### **SPECIFIC SERVICE FUNCTIONS AND RESPONSIBILITIES**

NH Hunger Solutions (NHHS) is an Anti-Hunger Advocacy organization that focuses on addressing the root causes of poverty and hunger through four priority areas:

1. Engage in policy advocacy to close the gap between those eligible for and those enrolled in federal nutrition programs (SNAP, School Meals, Summer Meals, WIC)
2. Work with schools and communities to increase participation in School Meal Programs
3. Increase public awareness of the causes of and solutions to hunger in New Hampshire
4. Engage in coalition building among existing and emerging food access councils and coalitions

NHHS is looking for a motivated individual to join our team who is passionate about engaging the community to carry out policy and system change work that is needed to improve food and nutrition access.

PHA Service Member will work with NHHS's Community Engagement Team to advance NHHS's statewide effort to strengthen access to federal nutrition programs with a focus on SNAP, WIC, and School Meals. We are seeking someone who enjoys being collaborative and creative, and who is eager to work with a variety of partners and to be a strong voice for the mission of NH Hunger Solutions. Key responsibilities will include:

1. Coordination and Communication:

- Coordinate outreach efforts, including contacting community partners and organizing outreach events.
- Communicate effectively with coalition partners, ensuring timely follow-up on tasks and action items.
- Assist in tracking collaborative activities and providing updates to the team.

2. Event and Meeting Participation:

- Participate in community engagement meetings and events as needed.
- Assist in collecting surveys and data during community events and outreach activities.
- Support the Regional Community Engagement Coordinator in facilitating strategic planning sessions and goal creation.

3. Resource Management:

- Help update and maintain food resource guides, ensuring they are accurate and available in necessary languages.
- Assist in drafting articles for newsletters, annual reports, and other documents as requested.
- Collaborate with the NHHS Communications Coordinator to share relevant information through social media and other channels.

4. Data Analysis and Reporting:

- Assist in the collection, analysis, and reporting of data related to community engagement activities and school meal programs.
- Support the Regional Community Engagement Coordinator in evaluating program effectiveness and outcomes.

5. Relationship Building:

- Help build and maintain relationships with community partners, school districts, and other stakeholders.
- Engage with Community Health Workers and other team members to provide support for federal nutrition program application assistance.

6. Administrative Support:

- Assist in scheduling meetings, sending invites, and managing calendars for the Regional Community Engagement Coordinator.
- Help develop and disseminate meeting agendas, take minutes, and distribute them to coalition partners.
- Maintain and organize electronic and paper files related to community engagement activities.

**DESCRIPTION OF ANTICIPATED SERVICE SCHEDULE:**

- Hybrid service hours
- Service hours are to be completed Monday-Friday between the hours of 9:00am and 5:00pm time. However, because this position works with community partners the hours are flexible as long as you meet an average of 23.5 hours per week.
- A maximum of 20% of service hours may be training, education, or other similar approved activities
- A maximum of 10% of service hours may be fundraising activities

**DESIRED SKILLS & COMPETENCIES**

- High school diploma or equivalent; Associate degree or higher preferred.
- Previous administrative or assistant experience preferred; experience in community engagement or public health is a plus.
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team

- Detail-oriented with strong problem-solving skills

### **NON-DISCRIMINATION NOTICE**

- The NACDD PHA program operates in accordance with federal and AmeriCorps program requirements on non-discrimination. In accordance with applicable laws and regulations, the NACDD PHA program prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, reprisal, pregnancy, genetic information (including family medical history), military service, or their submission of a complaint. NACDD's compliance history is available upon request.

### **REQUIRED COMMITMENT**

- Service members are expected to complete 1200 service hours within a one (1) year timeframe.
  - The service year begins 02/03/2025 and ends 02/02/2026.

### **ORIENTATION AND TRAINING**

Members must participate in

- Pre-service orientation
- PHA-specific training
- Program-specific training
- Any other trainings deemed necessary by the Host Site supervisor

Note: Trainings will be limited to 20% or less of PHA Service Members service hours

### **EVALUATION AND REPORTING**

PHA Service Members will:

- Complete quarterly assessments of the PHA Program to include their host site experience, trainings, sense of belongingness and inclusivity, interest in pursuing a career in public health, etc.
- Complete monthly reflection forms
- Participate in quarterly performance evaluation and reviews with their Host Service Site supervisor
- Be required to submit service timesheets biweekly

### **PUBLIC HEALTH AMERICORPS ELIGIBILITY AND REQUIREMENTS**

PHA Service Members must:

- Be at least 18 years of age at the commencement of service
- Have a high diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#)
- Live within commutable distance of the Host Site and accommodate a hybrid service schedule

### **OTHER PROGRAM ELIGIBILITY AND REQUIREMENTS**

- Must be willing to comply with all Host Site vaccination requirements, including for COVID-19

### **PUBLIC HEALTH AMERICORPS PROGRAM BENEFITS**

- Living allowance of \$8,074.00 over the course of the term of service

- \$5,176.50 Segal Education Award at the end of a successful service term
- Student loan deferment and interest forbearance
- Increased professional awareness and accumulated real-world experience to enhance job competence following completion of service year
- Join a network of like-minded leaders who are passionate about improving communities and the health and wellbeing of community members

#### HOW TO APPLY

- **Submit Your Application by 12/20/24:** Complete and submit the NACDD Public Health AmeriCorps Program Application through the following Smartsheet link:  
<https://app.smartsheet.com/b/form/766fd3822c5942aa909458fef11dd12a>

#### FOR MORE INFORMATION

- Tierney Thomison, Public Health AmeriCorps Program Manager, National Association of Chronic Disease Directors ([tthomison@chronicdisease.org](mailto:tthomison@chronicdisease.org)) and Chelsea Cole, Public Health AmeriCorps Senior Program Coordinator ([ccole@chronicdisease.org](mailto:ccole@chronicdisease.org))
- [NACDD Public Health AmeriCorps](#)
- [National Association of Chronic Disease Directors \(NACDD\)](#)