



GRAND RAPIDS

African American Health Institute

JOB POSTING: JUNE 2026

Assistant Director of the Center for Health Initiatives & Community Engagement (CHICE)

The Grand Rapids African American Health Institute (GAAHI) seeks a full-time Assistant Director for the Center of Health Initiatives & Community Engagement (CHICE).

ABOUT THE ORGANIZATION:

The Grand Rapids African American Health Institute (GAAHI) is a community-based health organization dedicated to eliminating racial and ethnic health disparities through community engagement, advocacy, research, and education. For nearly 25 years, GAAHI has served as a trusted leader and convener in West Michigan, working collaboratively with healthcare systems, educational institutions, businesses, policymakers, and community organizations to improve health outcomes and advance health equity. GAAHI operates under four pillars of service: Community, Advocacy, Research, and Education. To learn more, visit www.graahi.com

Position Summary

The Assistant Director of the Center for Health Initiatives & Community Engagement (CHICE) will work directly with the Director to implement community health initiatives, strengthen partnerships, and ensure exceptional program outcomes with the ultimate goal of helping to advance GAAHI's mission of eliminating health disparities through Community Engagement, Advocacy, Research, and Education (CARE).

The Assistant Director plays a critical role in translating strategy into action by coordinating health promotion programs, community engagement efforts, health equity initiatives, outreach campaigns, and special events that improve access to care, increase health literacy, and strengthen community well-being.

This position requires a visionary, relationship-focused, and highly organized leader with strong skills in project management, health literacy, partnership cultivation, community engagement, and program development and evaluation.

Core Responsibilities

The Assistant Director will provide leadership support in five key areas:

1. Community Health Program Leadership & Implementation

Purpose

Support the development, implementation, and continuous improvement of evidence-informed health initiatives that address community-identified health priorities.

Key Responsibilities

- Assist in planning, coordinating, and implementing community health initiatives and wellness programs.
- Manage day-to-day operations of health promotion activities.
- Support expansion of programs addressing:
 - Chronic Disease Prevention
 - Mental Health & Wellness

- Men's Health
- Women's Health
- Health Education
- Health Screenings
- Community Health Navigation
- Emergency Preparedness
- Coordinate health education workshops, support groups, cohorts, and community forums.
- Monitor program implementation to ensure quality and consistency.
- Develop program timelines, work plans, and implementation schedules.

2. Community Engagement & Partnership Development

Purpose

Strengthen trust, collaboration, and collective impact by cultivating meaningful relationships with residents, healthcare organizations, educational institutions, faith-based organizations, and community partners.

Key Responsibilities

- Build and maintain strategic partnerships across sectors.
- Serve as a liaison between GRAAHI and community stakeholders.
- Facilitate community listening sessions and focus groups.
- Coordinate community outreach efforts and engagement campaigns.
- Support recruitment and retention of community participants.
- Assist with advisory councils, task forces, and community coalitions.

3. Project Management

Ensure efficient implementation of Center initiatives through effective planning, coordination, and project management.

Key Responsibilities

- Manage multiple projects simultaneously.
- Coordinate program logistics, timelines, budgets, and resources.
- Monitor implementation progress and identify barriers to success.
- Prepare reports and updates for leadership.
- Develop systems to improve workflow efficiency.
- Support grant deliverables and contractual requirements.
- Coordinate special projects assigned by leadership.

4. Data, Evaluation & Continuous Improvement

Support data-driven decision-making by collecting, analyzing, and utilizing data to measure impact and strengthen program outcomes.

Key Responsibilities

- Assist in developing evaluation plans and performance measures.
- Track program outcomes and participant data.

- Monitor key performance indicators (KPIs).
- Prepare dashboards and impact reports.
- Conduct participant satisfaction assessments.
- Support community needs assessments and research activities.
- Identify opportunities for program improvement.

5. Staff Leadership, Volunteer Engagement & Capacity Building

Strengthen capacity by leveraging partners, staff, interns, and community health workers.

Key Responsibilities

- Provide supervision and coaching to assigned staff and volunteers.
- Assist with recruitment, onboarding, and training.
- Coordinate volunteer engagement activities.
- Support professional development initiatives.
- Foster a culture of accountability, collaboration, and excellence.
- Assist with intern and student placement experiences.
- Promote a positive and inclusive work environment.

Leadership Competencies

The successful candidate will demonstrate:

- Ability to build authentic relationships and engage diverse populations with cultural humility and respect.
- Ability to connect day-to-day activities with long-term strategic organizational goals.
- Strong planning, organization, prioritization, project management and execution skills.
- Ability to use data and evaluation findings to establish priorities and improve performance and outcomes.
- Ability to cultivate collaborative relationships that advance collective impact.
- Excellent verbal, written, presentation, and group facilitation skills.
- Ability to navigate change, solve problems, and identify creative solutions.

Minimum Qualifications

- Bachelor's degree in Public Health, Health Administration, Social Work, Community Development, Education, Nonprofit Leadership, Human Services, or a related field.
- Minimum 3–5 years of progressively responsible experience in community health, public health, nonprofit leadership, community engagement, or program management.
- Experience coordinating community-based programs.
- Experience managing multiple projects simultaneously.
- Strong relationship-building skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office and data management systems.

Preferred Qualifications

- Master's degree in Public Health, Public Administration, Social Work, Community Psychology, Nonprofit Leadership, or a related field.
- Experience with health equity initiatives.
- Grant management experience.
- Community-based participatory research experience.
- Experience supervising staff or volunteers.
- Knowledge of healthcare systems and social determinants of health.

Position Reports To: Director, Center for Health Initiatives & Community Engagement

Supervises:

- Community Health Navigators
- Program Coordinators
- Community Outreach Specialists
- Interns and Volunteers
- Assigned Project Staff

Classification: Full-Time, Exempt

Organizational Impact Statement

The Assistant Director of the Center for Health Initiatives & Community Engagement serves as a catalyst for advancing health equity by transforming community voices into action, strengthening partnerships, implementing impactful programs, and ensuring that residents have access to the resources, knowledge, and support needed to live healthier lives. Through strategic leadership and operational excellence, this position helps advance GRAAHI's vision of creating healthier communities where every individual has the opportunity to thrive.

APPLICATION PROCESS:

Please e-mail a cover letter, resume, and contact information for two references to barbara.lash@graahi.org. Please use "Assistant Director of the CHICE Center" as the subject line for your e-mail. We review applications on a rolling basis.

The Grand Rapids African American Health Institute is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work. GRAAHI offers competitive wages and a full benefits package.