



MANAGEMENT FELLOW, LWCIL JOB DESCRIPTION

Position Title: Management Fellow, LWCIL Partnership

Reports To: Director, Live Well Center for Innovation & Leadership and Chief Agency Operations, County of San Diego Health & Human Services Agency, Office of Strategy & Innovation

Location: This is a mostly in-person role with rotating presence at HHSA, SDSU, and some flexibility for remote work.

ABOUT LWCIL

The Live Well Center for Innovation & Leadership (LWCIL) is an innovative academic-practice partnership between the County of San Diego Health and Human Services Agency (HHSA) and San Diego State University (SDSU). The partnership represents San Diego County's Academic Health and Human Services Department with a mission of strengthening the partnership between academia and health and human services practice through integrated education, research, workforce development, and service that advances equity in San Diego. The partnership is co-chaired by the leaders of HHSA and SDSU's College of Health and Human Services and an executive Steering Committee. A subcommittee structure with co-chairs representing each partner are responsible for advancing the partnership's priorities which include: People Success— Building a diverse, competent, and engaged health and human services workforce; Research & Data Excellence—Informing and improving academia, policy, and practice with rigorous and relevant research; Service to Community—Integrating academia, practice, and community to advance equity and eliminate health disparities; Leadership & Sustainability—Creating a nationally recognized academic-practice model with innovative leadership to improve academia, policy, and practice.

POSITION DESCRIPTION

The Management Fellow, LWCIL is a boundary spanning role embedded in HHSA and SDSU as a team member supporting the advancement and sustainability of LWCIL including its Steering Committee and three subcommittees. As the Management Fellow, you will assist in building bridges and alignment across partners as well as providing support to LWCIL's People Success and Service to Community Subcommittees, which are co-chaired by leaders from SDSU's College of Health and Human Services and HHSA. In addition to assisting with the advancement of each Subcommittee's goals and strategic objectives as outlined by LWCIL's 2024-2027 Strategic Roadmap, the Management Fellow will support HHSA's Office of Strategy and Innovation with projects as assigned.

DUTIES & RESPONSIBILITIES

Administrative & Operational Support

- Assist with developing systems and procedures that support the ongoing management and sustainability of LWCIL.
- Collaborate with the LWCIL director and Subcommittee co-chairs in planning monthly agendas, coordinating meetings, and documenting progress and next steps.
- Review National Academic Health Department models specific to lessons learned, best practices, and innovations related to the development and sustainability of academic-practice partnerships.
- Help develop systems and structures for the ongoing management and sustainability of LWCIL's Steering Committee and subcommittee structure.
- Assist with the creation of an annual action plan framework to be used consistently across the partnership, including Subcommittees, which prioritizes and refines respective goals, strategic objectives, and measures of success
- Support the development of a framework for identifying, tracking, and reporting short-, mid-, and long-term success, including outputs and outcomes.





Supporting People Success Subcommittee

- Assist with co-chair and subcommittee meeting planning and coordination as needed
- Co-lead the development of a High School Summer Internship Program co-created by HHSA and SDSU
- Identify and document existing student practice-based activity within HHSA as well as the needs of each partner
- Participate in HHSA's Internship Workgroup and SDSU's Student Field/Practice-based Experiences collaborative group and assist with projects as needed
- Support the development of an annual SDSU/HHSA student recruitment plan that attracts students and graduates to careers within HHSA and the Health and Human Services Field

Supporting Service to Community Subcommittee

- Assist with co-chair and subcommittee meeting planning and coordination as needed
- Work with LWCIL director in developing a framework for assessing and launching pilot project opportunities
- Assist with the design and implementation strategy for LWCIL's pilot project focused on Homelessness Prevention

Grant Writing

- Research possible grant and other funding sources to support goals of LWCIL and/or its Subcommittees
- Assist with writing grant/funding proposals
- Prepare resource development materials and presentations

Brand Strategy & Communications

- Lead the evolution of the LWCIL web presence within the Live Well site
- Develop branded templates and communications tools to support brand consistency and stakeholder engagement
- Prepare presentations and collateral materials to support outreach, conference participation, meetings, and other convenings
- Design, build and distribute digital quarterly communications to inform and engage LWCIL's stakeholders

Other Duties:

- Lead/Assist with HHSA's Office of Strategy and Innovation projects as assigned.
- Other Duties as Assigned

Required Skills:

- Understanding of general health disparities and impact of health disparities among communities of color, low-income communities, and other communities throughout San Diego County;
- Strong project management skills and work within deadlines;
- Excellent communication and organization skills;
- Knowledge of grant writing and proposal development;
- Self-motivated to balance priorities and manage time when in the field and in the office;
- Aptitude to work both independently and as part of a team;
- Capability to conduct educational sessions and presentations with a variety of groups;
- Proficient in Microsoft Office applications including Word, Excel, and PowerPoint;
- Ability to stay up to date with the latest information related to COVID-19, vaccines, testing, and policies

Minimum Qualifications:

- Graduate degree in public health, social work, or related field.
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions such as outreach, event coordination, and research

