



Job Title: Panel Manager
FLSA Status: Full Time, Exempt
Reports to: Director of Research and Evaluation

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

The Center is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

To inform efforts at The Center and among our many organizational partners, our Research and Evaluation Department is creating a community panel. This panel will serve as a platform for social justice efforts, especially to unite community voices and connect public opinion and perspectives to decision makers and policy advocates. The hired Panel Manager will be integral in the success of these innovative and community-driven efforts.

Primary Roles and Responsibilities

- Maintain understanding of panel enrollment, including target populations and identified gaps
- Manage participant incentives
- Collaborate with organizational stakeholders to design and implement panel surveys and process invoices
- Appraise current panel and polling literature to incorporate relevant aspects into paneling efforts
- Organize and participate in community outreach to enroll panel participants
- Identify and register for events in partnership with the Director of Communications & Community Outreach
- Collaborate to organize and support the Panel's Community Advisory Board (CAB), including scheduling meetings, support to create agendas, facilitation and note taking

Requirements/Qualifications

- Knowledge of longitudinal panel designs and familiarity including understanding of benefits and limitations
- Experience with data collection, management, analysis, and visualization
- Experience in survey methodologies, research, and evaluation
- Fundamental understanding of social justice issues, particularity as related to Metro Denver communities
- Demonstrated commitment to Metro Denver communities of color
- Ability to attend evening and weekend community events for panel recruitment purposes
- Experience utilizing Qualtrics' Research Suite and Target Audience desired

- Ability to perform several tasks concurrently, including time management and organizational skills
- A multi-tasker and team player with the ability to wear many hats in a fast-paced environment
- Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
- Strong computer skills, familiarity with Microsoft Office365, Word, Excel, Outlook, PowerPoint
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing samples to the following email address and include *Panel Manager position* in the subject line:

Careers@caahealth.org. All applications must be submitted electronically – none will be accepted in person. No phone calls please. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.