



Learning Community Engagement Coordinator

Position Summary

The Learning Community Engagement Coordinator will coordinate engagement activities that support collaboration among partner organizations, local health departments, and statewide stakeholders participating in the project. This position will strengthen communication, facilitate cross-sector partnerships, support peer learning and information exchange, and help advance project goals through strategic coordination and outreach.

The Coordinator will serve as the primary facilitator for a Michigan-based learning community of data collectors and practitioners, supporting collaboration, shared learning, and dissemination of best practices. The position will also lead efforts to classify, organize, and maintain a shared collection of survey instruments, data collection tools, and related resources to support consistent and effective practice across participating organizations.

This role works closely with MALPH, the CDC Foundation, University of Michigan partners, and local health departments to support project implementation, stakeholder engagement, and knowledge-sharing activities across the initiative.

Key Responsibilities

Community Engagement and Partnership Coordination

- Foster collaboration and ongoing communication across participating organizations and project partners.
- Support outreach efforts to engage local health departments, community partners, and practitioners in project activities and learning opportunities.
- Facilitate stakeholder meetings, peer-learning sessions, webinars, office hours, and collaborative convenings.
- Develop and disseminate communications, updates, and resource materials that support project visibility and stakeholder participation.

Learning Community Coordination

- Plan, schedule, facilitate and document learning community meetings, webinars, officer hours and peer-learning activities.
- Support peer networking, knowledge exchange, and dissemination of emerging practices and lessons learned among participating organizations.



Learning Community Engagement Coordinator

- Coordinate peer-learning opportunities that complement formal technical assistance efforts.
- Help identify and elevate promising practices, tools, and strategies that support community-based data collection and evaluation efforts.

Survey and Resource Coordination

- Coordinate development and maintenance of a shared repository of survey items, data collection instruments, templates, and related tools.
- Classify, organize, and maintain shared resources to support accessibility, consistency, and effective utilization by project partners.
- Support efforts to identify standardized approaches and common measures across participating organizations where appropriate.
- Assist partners in locating and utilizing relevant survey tools and shared resources.

Project Coordination and Communications

- Support coordination of project activities, timelines, deliverables, and partner communications.
- Assist with preparation of reports, presentations, summaries, and other materials for partners, funders, and stakeholders.
- Maintain organized project documentation and shared communication resources.
- Support collaborative planning and implementation activities across multiple organizations and stakeholder groups.
- Contribute to ongoing evaluation, reporting, and continuous improvement efforts related to project goals and engagement activities.

Preferred Qualifications

- Bachelor's degree in public health, public administration, communications, social sciences, nonprofit management, or a related field.
- Strong facilitation, relationship-building, and communication skills.
- Experience organizing and managing shared information resources, survey tools, or knowledge management systems preferred.
- Ability to manage multiple priorities and work effectively across diverse organizations and stakeholder groups.
- Strong written communication, organizational, and coordination skills.



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Reporting Relationships

This position provides operational support for stakeholder engagement, learning community activities, communications, and resource management. The Coordinator works under the direction of the Technical Assistance and Local Health Department Support Manager and is responsible for the day-to-day coordination of learning and engagement activities.

Other

This is a full-time, grant-funded, limited term position. Funding for this position is not guaranteed past September 30, 2027. MALPH operates in a hybrid work environment. All staff are expected to be in-person in our Okemos office every Tuesday. Exceptions must be approved in advance by the direct supervisor or the executive director.

Interested applicants are encouraged to send a cover letter and resume' to:

Norm Hess, Executive Director
nhess@malph.org

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