



POSITION DESCRIPTION
Program Associate, Health Equity Innovation Challenge
Economy League of Greater Philadelphia

About the Well City Challenge: Health Equity

The Economy League of Greater Philadelphia is seeking a Program Associate to support Well City Challenge: Health Equity (WCCHE), a social innovation incubator and accelerator focused on identifying and engaging ‘everyday innovators’ in the Philadelphia area with promising ideas for tackling challenges related to health equity. The Program Associate will work alongside the Program Director to guide, manage, and support the development and implementation of a major innovation challenge in partnership with Independence Blue Cross and [Accelerate Health Equity](#). The ideal candidate will have strong background in event planning and management, entrepreneurial startup support, project management, and communications. This is a full-time position supporting a program that is currently funded for 24 months, with potential for extension.

About the Economy League

The [Economy League of Greater Philadelphia](#) (ELGP) is our region's independent ‘think-and-do tank,’ founded in 1909 by Samuel Fels and other leaders of the progressive business community, united by the belief that business has a civic responsibility beyond profit-making, and that it is the citizens business to ensure that local government and the local economy work for all. Today we count more than 60 companies on our [Board of Directors](#); we occupy unique space in the civic ecosystem, at the nexus of the private, public, and nonprofit sectors. The Economy League is a trusted cross-sector convener squarely pointed at driving collaborative solutions to complex civic challenges.

Our North Star: To foster equitable and inclusive growth and prosperity in Greater Philadelphia

Our operating principles:

- Cultivating informed and collaborative leadership across sectors
- Using data and research to inform decision-making
- Fostering a culture of civic experimentation and innovation
- Opening doors to civic participation

More information about the organization is available at www.economyleague.org.

About the Program

In partnership with Independence Blue Cross and Accelerate Health Equity the Economy League’s Well City Challenge: Health Equity (WCCHE) is a purpose-driven community engagement program focused on raising awareness of health disparities and identifying and supporting community-led solutions to significant health equity challenges in greater Philadelphia.

WCCHE will leverage the proven [Impact Labs](#) model for community engagement and civic action that the Economy League developed during the [Full City Challenge](#) in early 2019 and refined during the first iteration of the [Well City Challenge: Millennial Health](#) in 2020. Adapting approaches from the private sector



incubator/accelerator startup space, the Impact Labs platform engages community members, business and civic leaders, area companies, nonprofit organizations, and public-sector partners to identify and support innovative collaborations that draw upon regional strengths to address community health challenges. This model for purpose-driven community engagement is organized around a call for ideas and a structured process that identifies ‘everyday innovators’ from the community and pairs them with expertise, connections, and other resources necessary to refine and advance their solutions. This new iteration of the Well City Challenge will engage health equity centered solutions from community perspectives. Program activities will include in-person events and virtual programming.

Responsibilities of the Program Associate will include:

Program Planning and Development:

- Coordinate activities and logistical operations of the WCCHE program
- Assist in the development and implementation of program goals and objectives alongside key stakeholders and sponsors
- Inform the development of program outreach, implementation, and evaluation plan

Communications and Partnerships

- Assist in the strategic outreach of diverse and inclusive program applicants, program mentors, and advisory board and recruitment committee members
- Interact and maintain relationships with Well City Challenge alumni and current participants, committee members and partner organizations in facilitating program objectives
- Draft written communication and promotional literature related to accelerator program.
- Coordinates communications logistics and scheduling
- Collaborate with internal and external communications teams to inform and improve strategies for program promotion

Event Planning and Management

- Plan recruitment and networking events, pitch competition, and workshops
- Identify and book venues
- Develop agendas, outreach to speakers, and brainstorm topics of program events
- Host in-person and virtual events

Candidate Qualifications:

- 2 years’ experience of program or event planning and management
- Excellent written and verbal communication
- Strong working knowledge of remote-work platforms such as Teams and Zoom
- A sense of creativity and passion for health equity; a passion for supporting others to shine and creating space for community health equity leaders to be heard, seen, supported and celebrated
- Entrepreneurial spirit; passion for problem-solving in an fast-paced an ever-changing environment



- Ability to work independently and in a team environment
- Prior experience and/or a strong interest in supporting startups, entrepreneurs, or community-based programs.
- Exceptional organizational skills
- Ability to prioritize and manage multiple deadlines independently
- Strong interpersonal skills, and the ability to build trust and productive professional relationships
- Ability to communicate effectively, demonstrate empathy, and adapt quickly to different situations, work styles, and stakeholders
- Ensures accountability of self and team
- Embraces operational improvements and efficiency

Job Type

The program associate is a full-time position, currently funded for 24 months. Compensation is commensurate with experience. This is a Philadelphia-based position operating in a hybrid in-person/remote environment.

Application Instructions

To apply, please send resume and cover letter in PDF format to jobs@economyleague.org with the subject line “Well City Challenge Program Associate – FIRST NAME LAST NAME” by June 8, 2022.