

JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, **Senior Equity, Diversity, Inclusion, and Accessibility (EDIA) Committee Manager**, who is truly excited about supporting the *All of Us* Research Program (AOU) at the National Institutes of Health (NIH). AOU was established to accelerate health research and medical breakthroughs to enable an era of precision medicine for all. The program seeks to achieve this mission through building relationships with one million or more participant partners, delivering the largest, richest biomedical dataset ever, and catalyzing a robust ecosystem of researchers eager to use the dataset to advance human health. By combining health-related information from a large pool of diverse participants, AOU will reach the scale and scope necessary to enable research on a wide range of diseases and health topics.

The **Senior EDIA Committee Manager** will ensure that the principles of equity, diversity, inclusion, and accessibility are embodied and incorporated in all aspects of *All of Us*. The EDIA Committee exercises responsibility for providing advice on EDIA projects, concepts, and directions for the *All of Us* Research Program and its Offices and Divisions; conceives and proposes new projects or methods to fulfill the EDIA vision of the program; and defines the metrics of success and regularly evaluates these metrics to assess achievement of the EDIA vision.

The **Senior EDIA Committee Manager** will serve as a high-level resource for the evaluation and assessment of *All of Us* EDIA efforts. This position will ensure that health equity is incorporated into all policy work, including strategies to identify the health inequities that intersect with the mission of the *All of Us* Research Program. The position will determine evidence and data-driven approaches to address health inequities; measure progress toward health equity; support implementation strategies across all work streams of the organization; and ensure that the organization functions in a way that is visibly and effectively promoting health equity and antiracism. This position will also partner with external organizations and provide consultation and technical assistance to improve *All of Us* Research Program health equity implementation strategies.

This opportunity is full-time with Covalent and is based in Rockville, Maryland.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Collaborate and provide leadership support to the Director of Health Equity who serves as the Committee Chair and has the responsibility to lead the program's EDIA efforts.
- Provide EDIA advice and recommendations to the Chair and Co-Chairs on EDIA projects, concepts, and directions for *All of Us* or their Offices/Divisions as requested.
- Lead and provide logistical support for the EDIA Committee meetings.
- Provide project coordination to ensure execution of deliverables.
- Facilitate meetings with internal team and remote staff including creating the agenda, summarizing, and managing follow-up and proposing next steps.
- Provide meeting management in order to facilitate meetings and projects of the EDIA Committee, including creating agendas, managing all aspects of meetings, and making or overseeing the development of meeting summaries.
- Effectively work with other officials and staff across organizational boundaries to promote and facilitate the objectives and functions of the EDIA Committee.

QUALIFICATIONS

Education

- Bachelor's or Master's (preferred) degree related or relevant to EDIA.

Work Experience

- 5-10 years of EDIA relevant work experience.
- 3-5 years of committee/meeting management experience.

COMPETENCIES

Professionalism:

- Ability to apply judgment to manage conflicting priorities and resources, driving work and results that are the highest value for the organization.
- Sharp eye for detail. Keep meticulous notes and be able to manage multiple projects in different phases of work at the same time. Context-switching does not bother you.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Motivated by professional rather than personal concerns.
- Show persistence when faced with difficult problems or challenges.
- Ability to stay calm under stress and uncertainty, influencing the same in your teammates.
- Naturally curious about things you don't understand and actively look for opportunities to grow and learn from those around you.

Communication:

- Communicate fluently in English, written and spoken.
- Superior written and verbal communication skills. You can always articulate the "why" behind your recommended backlog priorities.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication.
- Tailor language, tone, style and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.
- Speak intelligently about a wide variety of topics but know when to say, "I don't know."

Teamwork:

- Ability to form trust-based relationships quickly and lead cross-functional teams through influence (without formal authority).
- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.
- Support and act in accordance with the final group decision, even when such decisions may not entirely reflect your own position.

Accountability:

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost and quality standards.
- Operate in compliance with organizational regulations and rules.

- Take personal responsibility for your own shortcomings, where applicable.

Email resumes to jobs@covalentsolutions.com