

Mila Allison

Director, Community Outreach and Engagement

📞 (612) 555-4837 ✉️ mila.allison@example.com

🌐 linkedin.com/example/milaallison 📍 Minneapolis, MN 55408

STRENGTHS

- 👥 **Community Partnership Building**
Created recurring advisory sessions where patient advocates, coalitions, and scientists shaped priorities together, gaining lasting partner trust.
- 📄 **Evidence Translation**
Turned cancer burden findings into practical education and outreach plans. Partners valued clear guidance they could use locally.
- 🎯 **Program Leadership**
Set goals across grant supported teams and coached staff through delivery challenges. Colleagues became more confident owning their work.
- ♥️ **Evaluation Discipline**
Built useful measures for reach, implementation, and feedback. Leadership gained a clearer view of progress and needed adjustments.
- 💡 **Cross Disciplinary Facilitation**
Brought researchers, clinicians, administrators, and residents into productive conversations. Difficult planning sessions ended with shared next steps.

SKILLS

Community outreach

Cancer control

Public health strategy

Strategic planning

Operational planning

Community engagement

Program evaluation

Performance metrics

Grant management

SUMMARY

Public health and **community engagement** director with 11 years of progressive experience guiding **cancer prevention**, cancer control, and **health improvement** initiatives across academic and nonprofit settings. Builds durable partnerships among researchers, clinicians, administrators, coalitions, community organizations, patients, and public health agencies. Translates cancer burden data and scientific findings into accessible education, **evidence based interventions**, dissemination plans, and practical community action. Directs multifaceted programs through strategic planning, staff supervision, grant administration, budgeting, evaluation, benchmarking, and executive reporting. Creates bidirectional engagement structures that bring community priorities into research and program decisions. Master's prepared and Certified in Public Health, with experience supporting Cancer Center Support Grant priorities, external funding development, multidisciplinary collaboration, and measurable operating plans that improve community reach and program accountability.

EXPERIENCE

Director, Community Engagement and Cancer Control

Great Lakes Cancer Collaborative 📅 January 2023 - Present 📍 Minneapolis, MN

Directs a regional cancer outreach portfolio connecting oncology researchers, clinicians, public health partners, patient advocates, and community organizations. Leads strategy, operations, staff supervision, evaluation, budgeting, reporting, and funding development across grant supported initiatives.

- Directed regional cancer outreach portfolio, aligning researchers and community partners around prevention and screening priorities.
- Built advisory structure linking **patient advocates** and scientists, giving community needs a documented path into decisions.
- Translated **cancer burden data** into operating plans, **public education activities**, milestones, and evidence based interventions.
- Supervised program managers, educators, interns, and project staff through goals, coaching, reviews, and accountability routines.
- Managed outreach budgets and **proposal development**, connecting funding requests with documented needs and feasible delivery plans.
- Established **measurement framework** tracking partnerships, reach, **implementation progress**, and community feedback for executive and funder reports

Associate Director, Community Health Partnerships

Midwest University School of Public Health 📅 July 2020 - December 2022 📍 St. Paul, MN

Managed a university based portfolio linking faculty investigators with clinics, advocacy groups, public health agencies, and community organizations. Guided engagement planning, implementation, evaluation, staff development, grant reporting, and benchmarking for cancer prevention and chronic disease programs.

- Managed university portfolio linking **faculty investigators** with clinics, advocacy groups, and **public health agencies**.
- Designed listening sessions using advisory input, **epidemiologic evidence**, and implementation science for research translation.
- Guided multidisciplinary teams through agreements, work plans, deliverables, and **evaluation checkpoints** with community partners.
- Developed dashboards tracking participation, program delivery, partner feedback, and implementation milestones for leadership review.
- Mentored coordinators and graduate trainees in facilitation, documentation, **stakeholder communication**, and respectful engagement practices.

Staff supervision

Budget management

External funding Public education

Stakeholder facilitation

Research translation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Director, Community Engagement and Cancer Control at Great Lakes Cancer Collaborative (3.7 Years)

● Associate Director, Community Health Partnerships at Midwest University School of Public Health (2.4 Years)

● Senior Program Manager, Community Programs at Heartland Cancer Prevention Network (3 Years)

● Community Health Program Coordinator at Prairie State Public Health Alliance (1.6 Years)

- Contributed to grant narratives, progress reports, budget planning, and benchmarking across **peer academic health programs**

Senior Program Manager, Community Programs

Heartland Cancer Prevention Network 📅 June 2017 - June 2020 📍 Des Moines, IA

Led **multi county cancer prevention** and screening programs delivered through health systems, **public health departments**, community organizations, and coalition partners. Managed teams, contractors, evaluation plans, grant deliverables, communications, budgets, and funder reporting across concurrent initiatives.

- Led multi county prevention and screening initiatives with health systems, public agencies, and **cancer coalitions**.
- Converted evidence based recommendations into toolkits, educator guidance, **referral workflows**, and accessible community presentations.
- Facilitated priority setting with clinicians, epidemiologists, nonprofit leaders, and community representatives using burden data.
- Managed staff and contractors across concurrent grants, setting schedules, **quality expectations**, and measurable deliverables.
- Built evaluation plans combining process measures, outcome measures, partner review, and structured **community feedback**.
- Prepared funder reports, leadership briefings, and budget forecasts linking expenditures with approved community objectives

Community Health Program Coordinator

Prairie State Public Health Alliance 📅 October 2015 - May 2017 📍 Omaha, NE

Coordinated community health initiatives focused on cancer prevention, tobacco cessation, vaccination, and preventive service access. Maintained project systems, supported coalition operations, prepared public education materials, tracked implementation, and translated community feedback into practical recommendations.

- Coordinated cancer prevention, **tobacco cessation**, vaccination, and preventive service projects with local partners.
- Organized **community forums** and interviews, converting care barriers into practical recommendations for program leaders.
- Maintained project plans, grant records, **outreach calendars**, partner files, and **evaluation datasets** across initiatives.
- Prepared plain language materials from **public health** evidence for community events and **clinical referral channels**.
- Tracked participation, referrals, and milestones, presenting delivery gaps and corrective options during program reviews.
- Supported coalition workgroups by preparing agendas, synthesizing decisions, documenting commitments, and following deliverables

PROJECTS

Regional Cancer Burden Translation Initiative 📅 2024

Created a community facing translation approach that connected cancer burden findings with public education, partner planning, evidence based outreach, and measurable implementation priorities.

Community Advisory Practice Framework 📅 2022

Built a practical advisory framework for recurring listening, priority setting, research dialogue, and feedback tracking among community representatives and academic partners.

LEADERSHIP & AWARDS

- Recognized for establishing a bidirectional community advisory structure that strengthened shared cancer control priorities.
- Commended by academic and nonprofit partners for clear grant reporting, practical evaluation, and dependable coalition coordination.
- Selected to facilitate Community Advisory Practice Council sessions supporting respectful collaboration among public health stakeholders.

EDUCATION

Master of Public Health, Community Health Promotion

University of Minnesota 🎓 GPA: 0 📅 2015 📍 Minneapolis, MN

Coursework: *Community health assessment, epidemiology, program evaluation, health education*

Bachelor of Science, Health Sciences

University of Nebraska at Omaha 🎓 GPA: 0 📅 2013 📍 Omaha, NE

Coursework: *Public health foundations, health promotion, behavioral science, community health*

CERTIFICATIONS

- Certified in Public Health 📅 2016
- Implementation Science Foundations 📅 2021

TECHNICAL SKILLS

- **Public Health Programs:** Cancer prevention, cancer control, health promotion
- **Community Engagement:** Community advisory boards, listening sessions, coalition building
- **Research Translation:** Dissemination, implementation science, evidence based interventions
- **Program Evaluation:** Process measures, outcome measures, benchmarking
- **Strategic Planning:** Operating plans, logic models, performance goals
- **Grant Administration:** Grant reporting, deliverables, progress reports
- **Funding Development:** Philanthropic funding, external funding, proposal development
- **Budget Management:** Budget planning, forecasting, expenditure tracking
- **Stakeholder Collaboration:** Scientific partners, clinical partners, community organizations
- **Communication Tools:** Public education, executive briefings, plain language materials
- **Data and Reporting:** Cancer burden data, dashboards, evaluation datasets
- **Team Management:** Staff supervision, coaching, performance reviews

PROFESSIONAL AFFILIATIONS

- Community Advisory Practice Council, Volunteer Facilitator, 2022 - Present
- Regional Cancer Prevention Coalition, Steering Committee Member, 2020 - Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST