



JOB DESCRIPTION: PROGRAM MANAGER

CommonHealth ACTION (CHA) is a national, nonprofit public health organization that works to build the capacity of communities to address the social determinants of health and create optimum health for all. To achieve its mission, CHA designs and facilitates community-level programming, provides tailored technical assistance services, and offers a range of support to community groups and funding organizations interested in innovative and effective public health practice.

GENERAL RESPONSIBILITIES

The Program Manager plays a central role in the development and coordination of CHA programmatic activities, including programming for CHA's Institute for Public Health Innovation (IPHi) and related centers. The Program Manager works independently and collaboratively with CHA staff to plan, manage, and implement activities in the following areas: public health programming, research and evaluation, meeting design and coordination, grant/contract management, grant and report writing, and publications/materials development. Other responsibilities include supporting communications activities, serving as liaison and CHA representative at meetings, and establishing and maintaining partnerships to advance CHA's mission. The Program Manager position requires public health knowledge and experience as well as excellent analytical, interpersonal, organizational, and writing skills and the exercise of extensive discretion, independent judgment, and political acumen.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Participate in long- and short-term program development and planning.
- Develop and effectively manage program timelines to ensure timely completion of program deliverables.
- Monitor program activities to ensure quality and accuracy of CHA work outcomes vis-à-vis contractual and grant commitments.
- Manage and coordinate programmatic meetings including managing logistical contractors.
- Facilitate small- and large-group meetings and trainings.
- Provide technical assistance to community-based organizations.
- Develop publications, grant applications, and reports through collaborative writing and editing.
- Track relevant activities in public health and related fields to inform CommonHealth ACTION, its partners, and communities.
- Manage relationships with contractors.
- Participate in CHA strategic planning activities.
- Identify opportunities for marketing programs and services and implement promotional activities on behalf of CHA, including via CHA's Web site.
- Identify partnership and funding opportunities and promote relationship-building among CHA and other organizations, agencies, and/or individuals.
- Develop and disseminate programmatic and marketing materials.
- Develop PowerPoint presentations and other materials for use during program-related events.
- Develop written and online tools for programmatic use including survey and evaluation instruments.
- Identify technological tools to enhance and support CHA's capacity and programs.
- Serve as programmatic liaison to external partners, including representing CHA at national, regional and local meetings.

- Adhere to CHA's administrative and recordkeeping guidelines to support accurate bookkeeping and documentation of activities.

EMPLOYMENT STANDARDS & CONDITIONS

EDUCATION AND EXPERIENCE: Graduate degree in a field related to public health with a minimum of five (5) years experience working on public health-related, management, and/or community-based issues.

- A strong understanding of public health practice
- Ability to work with diverse individuals and groups on complex community issues
- Track record of grants and program management
- Knowledge of and interest in technical assistance and communications
- Willingness to engage in continuous learning and training
- Demonstrated professional and political aptitude

SALARY RANGE & BENEFITS: Salary is contingent upon available funding, and is commensurate with experience and qualifications. CHA also offers a competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions (403B).

JOB LOCATION: The position is based in the Washington Metropolitan area and requires the employee to work at the CommonHealth ACTION office as well as to perform field work.

TRAVEL: Domestic travel is required for this full-time position. Estimated travel: 10-25% annually.

REPORTS TO: Senior Vice President

CommonHealth ACTION values a diverse, respectful, and collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, partners, and communities. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff and contractors to contribute to the effective implementation of programmatic activities.