



Healthy Living Collaborative of Southwest Washington
Working together, to make living better - for everyone.



Southwest Washington Accountable Community of Health Healthy Living Collaborative Project Manager Position Description

Job Class: Program Manager

Salary: \$58,000-\$63,000

FLSA Status: Exempt

Do you have a passion for improving health and decreasing health disparities in Southwest Washington? Are you energetic, highly organized, and searching for a position that will meaningfully contribute to the community? Southwest Washington Accountable Community of Health (SW ACH) seeks an experienced program manager who is a team player, a clear communicator, and has an ability to supervise and work productively with staff, community members and organizational partners. This position is supervised by the Vice President of Partnerships, Policy, and Equity, and works on diverse projects with a wide range of duties and responsibilities.

The Healthy Living Collaborative (HLC) is a program of the SW ACH and was founded in 2013 by system leaders from multiple sectors including healthcare, social services, education, housing and a tribal nation. At the core of the HLC's work is the belief that 1) we best serve our most vulnerable communities if we work together and 2) our work must be done with communities, not to or for them. We focus on promoting health equity by crafting upstream solutions that support community-based initiatives to improve health and wellness and strengthen families, neighborhoods, and systems.

Focus of our work:

- *Policy and Systems Change:* HLC convenes its collaborative and community members to create a shared policy agenda which promotes health as a priority criterion for decision-making, and assists its members to advocate at local, regional, and state levels to change public policy to focus on health as a path to long-term change.
- *Convening:* HLC brings cross-sector partners and diverse communities together to address health inequities. Our collaborative promotes healthy environments, economic and social development, and improved healthcare delivery.
- *Community Engagement and Action:* Through innovative Community Health Worker (CHW) programs, HLC works to elevate community voices and support their strength and power. CHWs are trusted members of their communities who serve as frontline public health workers to build community capacity to improve health.
- *Shared Learning:* HLC evaluates all our work and shares our successes and challenges widely because we all work better when we share our experiences.



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Job Summary

Manages day-to-day operations of Healthy Living Collaborative including program and staff supervision and contract/budget management. Leads grant proposals and supports HLC policy development. Builds relationships with organizational partners, community groups, and underserved community members.

Specific Duties and Responsibilities

1. Coordinates all day-to-day aspects of HLC's Program initiatives and works in partnership with staff and partners to achieve program and organizational goals and objectives. *
 - Supervises staff
 - Supports program planning, development and evaluation efforts
 - Develops policies and procedures for current programs
 - Develops and maintains relationships with partners and funders
 - Assures program quality
2. Contract/Budget Management*
 - Tracks contract and grant timelines
 - Manages project budgets
 - Manages subcontracts and relationships with subcontractors
 - Supports tracking funding guidelines, reporting, and budgets
3. Grant Writing, Management, and Support
 - Researches grant opportunities
 - Drafts grant proposals and grant reports
4. Support Policy Development
 - Develops and disseminates templates, talking points and other communications tools supporting HLC policy work
 - Drafts, edits, and develops sample letters of support and public testimony on important public health policies
 - Attends and represents HLC interests at relevant workgroups and committees
 - Provides public testimony at relevant workgroups, task forces and committees
5. Other duties as assigned

*Focus areas one and two will be the primary focus of this position



Knowledge, Skills, and Abilities Needed

Required

- Bachelor's degree and four years of experience in community organizing, healthcare, public health, community health education, public administration, public policy or a related field
- At least three years of supervisory experience
- Strong supervision skills, including the ability to teach beginning and experienced professionals new skills and provide emotional coaching
- Experience with project management, budget management, and contract management.
- Experience and ability to work in marginalized, vulnerable communities that experience high levels of trauma
- Must have excellent oral and written communication skills
- Experience with grant writing and reporting
- Well organized, detail-oriented
- Must work independently, creatively, and be self-motivated as well as have ability to work collaboratively and facilitate teams

Preferred

- Cultural humility and understanding of privilege
- Strong interpersonal skills that enable the individual to work with people from all walks of life
- Understands the impact of socioeconomic status, race, ethnicity, mental or physical ability, religion, gender, gender expression, gender identity on health outcomes
- Able to see the assets and potential of individuals while not minimizing challenges
- Able to support individuals to work through conflict
- Ability to multi-task in a demanding and constantly changing environment
- Able to analyze and synthesize information and move to action
- Ability to make course corrections recommendations about the HLC Program Initiatives
- Flexibility, warmth, humor, and diplomacy
- Training in social justice, equity, trauma-informed principles, popular education, and ACEs
- Proficient in using technology at work to enhance efficiency and accuracy
- Familiarity with community-based organizations in Southwest Washington, including advocacy groups, social service providers, and other systems serving marginalized groups
- Bilingual



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Working Conditions: This is a full-time exempt position. Some travel and use of personal vehicle required. Valid driver's license and insurance are required. Mileage reimbursement is required. Evening and weekend hours may be required. All positions at SW ACH are at will. Individual must demonstrate a genuine interest and enthusiasm for the Healthy Living Collaborative's work.

Compensation:

Generous Benefit Package includes: Medical, Dental, Vision, Alternative Health Care, Section 125 Flexible Spending Account, 401K, Paid Time Off, and Holidays.

How to Apply:

Submit your cover letter and resume to info@hlcsw.org by September 25, 2017.

Please describe in your cover letter your skills, knowledge, and abilities with special attention to providing information of how your skills and experience meet the requirements and why you are interested in working with the Healthy Living Collaborative.