

Community Health Board Coalition

Invites Applications for the Program Manager Position

Job Title: Program Manager

Date of Description: May 2019

The Community Health Board Coalition is comprised of eleven health boards that are led by indigenous communities and communities of color addressing gaps in traditional healthcare and other systems in order to achieve health equity. Majority of the health boards and the Coalition formed in the fall of 2017, building on the Somali Health Board's successful community-based model. Health boards have formed within the Ethiopian, LatinX, Vietnamese, Khmer, Pacific Islander, African American, Eritrean, Iraqi/Arab, Congolese, and African communities. The Coalition's mission is to advocate for equitable policies and systems by collaborating effectively, building leadership and serving as conduits for our communities. We envision a healthy thriving global community that is equitable for all.

Position Summary: The Program manager will focus mostly on fostering and maintaining relationships with Health Boards that make up the CHBC and act as the point of contact between the coalition and community partners. This position requires an understanding of the social determinants of health and the fundamental role that racism and other forms of institutional and structural oppression play in perpetuating inequity.

This position is a perfect opportunity for someone with a deep commitment to health equity and social justice.

Duties and Responsibilities

- Communicate and collaborate with the co-chairs and each health boards to ensure work is completed efficiently and effectively
- Develop tools needed for program management such as work plans and reports
- Anticipate and provide technical assistance to each Health Boards
- Develop and participate in grant-writing, assessment, data collection and analysis
- Identify opportunities for collaboration internally among Health Boards and with external partners
- Plan, coordinate and facilitate trainings, workshops and meetings including monthly coalition meetings and workgroup meetings
- Accurately document meetings, compile and send updates to coalition members and follow up on action plans
- Manage the coalition's Google Suite including mailbox and drive folder
- Perform other duties as assigned

Experience, Qualifications, Knowledge and Skills

- Strong logistics/coordination and project management skills and expertise
- Demonstrated skills and knowledge of coalition building and cross-sector relationship-building
- Demonstrated skills, knowledge and experience with policy and systems-change focused work
- Knowledge and experience in community organizing and community partnerships
- Knowledge of, or a strong desire to learn about, the needs of communities
- Demonstrated ability to be a team player and collaborator with a sense of independency
- Skills in research, literature review, grant writing and grant reporting

- Strong relationship building and partnership expertise with historically underserved communities
- Demonstrated ability to maintain a high level of organization to meet high volume workload demands
- Proficiency in the use of personal computers, with working knowledge of MS Office apps and G Suite
- Education background related to health, community partnerships, social work, or related field

Desired Qualifications

- Comprehensive knowledge of program management
- Knowledge of health equity principles and practices, and understanding of the issues of how racism, privilege, and oppression impact marginalized communities and populations
- Strong interpersonal skills and demonstrated ability to work and communicate effectively and respectfully with people of diverse cultural, ethnic and socioeconomic groups

Supplementary Information

- Must be able to attend monthly CHBC meetings in the evenings
- Must be able to attend planning meetings with CHBC Co-Chairs (monthly or as needed)
- Must be able to participate in work-groups meetings
- Must be available to occasionally attend individual Health Boards meetings and events

Supervised by: The Coalition’s Co-Chairs

Who May Apply: This position is open to the general public. Applicants who embody the broad array of diversity and lived experience in the communities are strongly and sincerely encouraged to apply.

Job Type and Salary: This position is a 0.9 FTE with opportunity to negotiate health benefits with lower FTE. An estimated salary range of \$26.60 - \$28.35 hourly with Paid Time Off. The position is currently grant-funded through December 2019 with opportunity for grant renewal.

Work Location: This position will primarily work remotely and attend meetings in locations throughout the Seattle area. This position may require flexibility to accommodate different work schedules and work locations.

Send Resume and Cover Letter to: communityhealthboardcoalition@gmail.com

Contact: For inquires about this recruitment, please send questions to communityhealthboardcoalition@gmail.com

Posting: open from **May 15th to May 22nd**

Interviews: evening of **May 28th and 29th**

Start date: **June 3, 2019**

CHBC is an equity oriented organization committed to promoting a thriving community for all.