

## **Project Manager Job Posting May 2018**

### **Organization Overview**

Health Outreach Partners (HOP) is a national, non-profit organization working to improve the quality of life of underserved populations by addressing issues of health care access, health equity, and social justice. HOP works directly with local, regional, and national organizations such as health centers, free clinics, health departments, public hospitals, clinic consortia, and Primary Care Associations to improve community health outreach programs and services. Visit <http://www.outreach-partners.org> to learn more.

### **Position Summary**

Health Outreach Partners is seeking a seasoned and highly-motivated individual with strong people and project management skills to join our team of mission-driven training and technical assistance providers. This person will have knowledge and experience with a variety of issues relating to health equity and social justice, including access to health care for underserved populations and addressing social determinants of health through innovative approaches, community engagement, and partnerships. The ideal candidate will have expertise in training, facilitation, and non-profit consulting, and will have excellent research and writing skills.

### **Scope of Work and Reporting:**

The Project Manager (PM) is a full-time position. The PM will provide training and consulting services that focus on expanding and improving health outreach programs at community based health organizations nationwide. In addition, the PM will develop publications, conduct research and some grant writing, present at conferences, conduct webinars, and work closely with staff on other projects.

The PM will be required to lead and manage multiple client projects simultaneously, including drafting project workplans, collecting and analyzing data, writing reports, and serving as liaison to clients. Client projects include, but are not limited to: program planning and implementation, community health needs assessment, program evaluation, quality improvement processes, and outreach workforce development. Subject matter consists of transportation and health care access, affordable health insurance outreach, social determinants of health, community collaboration and coalition building, cultural competency, cultural humility, structural competency, and health education and promotion.

The PM reports directly to the Deputy Director. This position will be based in downtown Oakland, California, near the 19th Street BART station. Monthly travel is required for this position.

HOP is a socially-conscious, progressive office that takes pride in providing quality, effective services to community-based organizations. HOP supports a strong teamwork environment consisting of staff members committed to improving the health and well-being of vulnerable populations, such as farmworkers, individuals experiencing homelessness, rural communities, and immigrant communities. Like all other HOP staff, the PM must be able to effectively

balance the challenges of working within a team setting and functioning independently. HOP also encourages staff to lead a balanced professional/personal lifestyle.

HOP has a strong commitment to the principles and practices of diversity and inclusiveness throughout the community and encourages applications from candidates with diverse backgrounds.

### **Qualifications and Skills**

- At least 4 years of experience providing training, facilitation, consultation, and/or other capacity building support.
- Demonstrated experience with curriculum development, adult learning and/or empowerment education methodologies.
- At least 3 years of experience in a health-related field, to include health care administration, provision of health care or supportive services, social work, counseling, etc.
- Experience working with vulnerable populations (ie, individuals experiencing homelessness, immigrants, rural populations, low-income populations, elderly individuals, and others).
- Demonstrated experience with program planning, implementation and evaluation.
- Strong project management and organizational skills.
- Strong writing and verbal communication skills.
- Master's degree in Public Health, Social Work, Health Care Administration, Health Education or related fields preferred.
- Bachelor's degree in similar fields plus 6 years of professional experience will be considered.
- Additional preference may be given to applicants possessing one or more of the following skills:
  - Spanish language competence
  - Research experience, including qualitative and quantitative data collection and analysis
  - Knowledge of health care payment models, including value-based purchasing
  - Experience with quality improvement initiatives

### **Salary and Benefits:**

The salary range for this position is \$57,000 to \$63,000 plus:

- Generous vacation, sick and holiday leave
- Health, Dental, and Life Insurance package
- Professional development opportunities
- Employer contribution to retirement plan after year one

To apply, please send a resume, cover letter, and responses to the following three (3) essay questions to [humanresources@outreach-partners.org](mailto:humanresources@outreach-partners.org). The deadline for applications is June 13, 2018.

- 1) What do health equity and social justice mean to you? Provide an example of how you have worked to advance social justice in your work or personal life. (Limit response to no more than 500 words)
- 2) Describe an experience you have had overseeing a complex project with a team. What was the project? How did you ensure timely completion? How did you address challenges that came up? (Limit response to no more than 500 words)
- 3) What is your perspective regarding the role of training and technical assistance providers? Why is this type of work important? (Limit response to no more than 500 words)