



JOB DESCRIPTION

Title: Program Manager
Status: Full Time
Reports to: Director of Programs

Organization Description

The School-Based Health Alliance is the national voice for school-based health care (SBHC). Founded in 1995 to promote and support the SBHC model, The School-Based Health Alliance's mission is to improve the health status of children and youth by advancing and advocating for school-based health care. We advocate for national policies, programs, and funding to expand and strengthen SBHCs, while also supporting the movement with training and technical assistance.

Position Description

The Program Manager is a member of the Alliance's programs team, which has the responsibility of implementing the organization's national school-based health care technical assistance and training agenda. The programs team manages a number of initiatives that span SBHC clinical programming, business operations, and sustainability. The Program Manager is responsible for two of these initiatives. Program descriptions, management duties, and responsibilities are listed below.

Hallways to Health

Hallways to Health is a quality improvement collaborative designed to build the capacity of SBHCs in facilitating improvements in health care and behavior among students, their families, and school staff.

- Manages the progress of grantee programs and deliverables, which includes a cohort of 5 state SBHC affiliates and 15 local implementation SBHCs and schools.
- Develops technical assistance and training agenda; design and deliver content, some in partnership with other experts in the field, to deliver through national, state, regional, in-person and web-based workshops, trainings, and consultation.
- Translates evidence-based interventions and best practices to inform the development of a train-the-trainer curriculum, technical assistance strategies, and resources for the Hallways to Health program.
- Meets reporting requirements of funders and monitors grantee reporting; prepares the development of all contract deliverables and technical reports.
- Works collaboratively with the Director of Research and Evaluation on metrics, data collection, analysis, and for evaluation of program.
- Summarizes performance, progress, and successes associated with program for dissemination.
- Develops program content for organization's website.

Leadership Fellowship Program

The Leadership Fellowship Program is devoted to fostering and mentoring a network of emerging SBHC leaders who will take responsibility for growing and sustaining the field.

- Oversees the recruitment and capacity-building of selected leadership fellows, in partnership with program consultants, mentors and coaches.
- Summarizes performance, progress, and successes associated with program for dissemination.
- Develops technical assistance and training agenda; design and deliver content, some in partnership with experts in the field.

- Assists with the recruitment strategies to engage advocates and practitioners from the field to participate in the program.
- Develops program content for organization's website.
- Meets reporting requirements of funders and monitors grantee reporting; prepares the development of all contract deliverables and technical reports.

Other Responsibilities

- Fosters collaborative relationships with representatives of partner organizations, state SBHC affiliates, SBHC sponsoring agencies, school districts, and national health organizations and regional affiliates.
- Works with the Communications Manager on project communications and dissemination activities.
- Represents The School-Based Health Alliance at related trainings, conferences, and meetings.
- Manages workshop content for annual convention, and other duties as assigned.

The individual will perform other work-related duties as requested and assist with other tasks related to accomplishing the goals of projects/grants. The School-Based Health Alliance operates as a cohesive collaborative team and the program manager will be expected to be actively engaged, work closely with, and function as a part of the team.

Qualifications

- Master degree in Public Health, Health Education, or related field.
- Five to seven years of combined related experience, with at least 2 years project or program management.
- Knowledge of behavioral, systems, and environmental change strategies for chronic disease prevention, health promotion, and wellness programming.
- Experience with training, technical assistance, and meeting facilitation.
- Experience working with minority and underserved communities strongly preferred.
- Experience working with schools and /or education agencies, school based health center experience preferred.
- Experience with grants management, budget oversight, and strategic planning.
- Experience developing partnerships at various levels (e.g. national, state, and/or local)
- Willingness to maintain a working knowledge of best practices in healthy eating and active living strategies as it relates to school health and school-based health care.
- Strong planning, organization, and time management skills.
- Analytical thinking and excellent oral and written communication skills.
- Ability to work well with team members and project participants in a highly collaborative work environment.
- Ability to work independently with initiative to manage a high volume of work flow and deliverables.
- Proficiency in Microsoft Office Suite and Basecamp, preferred.

Hours/Compensation

- Full-time
- Salary commensurate with experience, range is \$58-62,000
- Full benefits, including medical, dental, vision, 401k, Metro subsidy

Contact Information

Please email cover letter and resume to Alicia Newell (anewell@sbh4all.org). Please include "Program Manager" in the subject line. **No calls please.**