

Position: Program Manager, Health Promotion

The National Network of Public Health Institutes (NNPHI) is an active network comprised of 44 member public health institutes in 31 states spanning all ten Department of Health and Human Services regions. Public health institutes are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes work together to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC.

NNPHI also serves as the National Coordinating Center for Public Health Training (NCCPHT) and supports nationwide collaboration to build a sustainable and coordinated network of Regional Public Health Training Centers nationwide that work together in co-creating, modernizing, standardizing, and distributing evenly to all communities and Tribes quality training, tools, and resources that advance the nation's public health workforce throughout all fifty states, tribal communities and five US territories.

Primary Responsibilities:

NNPHI is seeking an experienced and entrepreneurial professional to collaborate with NNPHI staff, members, and national funders and partners to plan, execute, and evaluate the National Conference on Tobacco or Health (NCTOH) in March 2017, an event serving an audience of approximately 1500 public health professionals. The Convening Manager will support additional NNPHI-hosted events, but will initially focus efforts specifically on the NCOTH.

The Program Manager will be based in either NNPHI's Washington, DC or New Orleans offices. Applicants should indicate preference of location in their application documentation. This position requires travel of approximately 20%.

1. Provide overall management for the National Conference on Tobacco or Health (NCOTH), including developing and managing timelines, supporting project planning and implementation, and coordinating with NNPHI staff, funders, and key partners to achieve stated goals.
 - a. Monitor national initiatives and trends in the field of tobacco control as well as innovations and best practices from other sectors to inform content development.
 - b. Manage relationships with a broad set of partners with tact and diplomacy
 - c. Convene and coordinate with the event planning committee and steering committee to develop and secure the content for the conference.
 - d. Coordinate with team members to research site locations, draft RFPs, and negotiate venue and vendor contracts in a manner that is consistent with the best trade practices and facilitate the best opportunity for the event's success
 - e. Coordinate with team members to conduct site visits, as needed, to ensure venues continually uphold NNPHI's standard of excellence and meet the specific programmatic needs of the event.

- f. Collaborate with team members to support the production of event marketing materials, including invitations, programs, agendas, mobile meeting app and online presence that capture and communicate the vision of the NCOTH. This will involve supporting the creative development, editing documents, and coordinating production with vendors.
 - g. Develop and implement abstract submission and review processes. Execute event planning responsibilities seamlessly, including registration processes, program and logistics, coordination of speakers, communications with attendees, venue coordination, audio visual production (e.g., on-site AV, video conferencing and production) and all vendor logistics.
 - h. Troubleshoot event issues by monitoring registration reports and hotel rooming lists thus troubleshooting issues before they become problems
 - i. Ensure that NNPHI policies are upheld at all meetings, conferences and events; including, smoke-free environment, healthy food, access to stairs, etc.
 - j. Lead all aspects of on-site event production to ensure that NNPHI's high standard is upheld.
2. Stay abreast of national trends in public health, prevention, community health improvement and health equity as well as innovations and best practices from other sectors to ensure that NNPHI staff team is well-positioned to inform content.
 3. Support the development of funding proposals for convening services and ensure appropriate reporting to funder(s).
 4. Develop budgets and exercise budget discipline by making cost-effective decisions; carefully monitor expenses throughout the planning process to adhere to the established budgets.
 5. Identify technological tools to enhance and support NNPHI's capacity and programs.
 6. Support the engagement of NCOTH team members and supervise staff as assigned; participate in performance assessments of program staff, goal setting, and support professional development on an ongoing basis.
 7. Track and reconcile all expenses in order to satisfy "close-out" requirements for the event
 8. Oversee all post-event activities, including evaluation, dissemination of notes, etc.

QUALIFICATIONS: The Program Manager, Health Promotion requires a master's degree in a related field, with a minimum of 6 years of related experience. Strong preference will be given to applicants with health and/or other non-profit event planning experience.

Additional qualifications include:

- 1) Passion for the planning and implementation of high-quality, mission-driven events.
- 2) Strong interpersonal skills and ability to work effectively on a team and with diverse external partners
- 3) Experience in a fast-paced, entrepreneurial environment with a strong focus quality improvement
- 4) Entrepreneurialism and flexibility, with an ability to maneuver effectively in the face of change and transition
- 5) Demonstrated understanding and support of NNPHI's Mission.

- 6) Strong customer service skills; must possess a “can do” and team oriented attitude. Responds with a sense of urgency, solicits feedback to improve service, responds to requests for assistance and meets commitments.
- 7) Excellent organizational skills and attention to detail. Ability to stay motivated, organized and productive in a fast-paced work environment. Ability to organize work to use time effectively and efficiently and regularly meets project deadlines.
- 8) Ability to manage multiple projects while setting appropriate priorities to achieve goals. Includes ability to adapt to changes in the work environment, manage competing demands and being able to deal with frequent change, delays, or unexpected events.
- 9) Ability to anticipate project needs, discern work priorities, and meet deadlines.
- 10) Proactive, professional and positive verbal and written communication skills.
- 11) Proficiency with online event registration systems, online meeting management tools, online web conferencing platforms, video production platforms, and other technology that facilitates the smooth production and implementation of events.

Salary/Benefits:

1. Salary range of \$50,000-\$65,000 dependent on education, locality, and experience.
2. A highly competitive benefits package is offered to all NNPHI staff.

Please send cover letter, resume, salary requirement, and three professional references

to: hr@nnphi.org

Subject line: Attn: Program Manager, Health Promotion

Equal Opportunity Employer