

Job Announcement- Community Health Program Manager

Position: Community Health Program Manager

Date Opened: May 23, 2023

Salary: \$62,000-\$66,000 Annually (depending on experience)

Employment Type: Full-time, Exempt Position

Location: San Joaquin County

The Amelia Ann Adams Whole Life Center's (AAAWLC) mission is to sow seeds in our own backyard: by cultivating change and healing that transforms communities to move families from surviving to thriving. Our vision is building community through relationships based on LOVE, FAITH, and COMPASSION.

Program Description

AAAWLC's Community Health Program (CHP) partners with residents, youth, community based organizations, faith institutions, businesses, and systems to improve the health of San Joaquin County residents through outreach, community events, and case management.

Community Health Workers (CHW): CHW's are cultural brokers that conduct outreach at the neighborhood level. CHW's connect residents to resources and provide care coordination to ensure families needs are met.

Thought Partner Program (Case Management): The Thought Partner Program is the AAAWLC's case management services that helps residents reach their goals by pairing them with a trusted Thought Partner who can help connect them to resources and healing services. Some of the services the program provides are food, housing assistance, legal support, goal setting, employment assistance, health referrals, mental health referrals, clothing closet locator, food pantry locator, life skill workshops and trainings, youth and adolescent support and counseling, support groups, education assistance, and more.

Responsibilities

The AAAWLC announces a Community Health Program Manager (PM) position that will oversee Program Staff and program services for the AAAWLC's Community Health Program. The PM will monitor the program implementation, evaluation, and serve as a liaison for the organization. The PM is responsible for coaching and developing a team, managing project subcontractors, and managing project budgets. The PM will have experience developing programs, facilitating trainings, and building coalitions and partnerships. The PM will assist the Executive Director in securing additional funding to sustain and expand programs. The PM is expected to have their own transportation and vehicle insurance, must be physically able to lift up to 50 pounds, proficiently use a computer, email and internet-based applications. Fiscal reporting experience, budget management, grant writing, and nonprofit experience is required.



- ❖ **Inclusive leadership and management:** Exercises authority without asserting dominance: Brings a clear vision and recognizes the value of divergent perspectives. Approaches leadership with a mindset of “power with” rather than “power over” and regularly includes others in planning and decision-making. Able to make and communicate difficult decisions in the best interest of the organization.
- ❖ **Excellent communication skills:** Speaks and writes clearly on behalf of the organization and advocates for/with community members. Communicates well with others, including sharing context and asking questions to understand others’ perspectives.
- ❖ **Highly organized, motivated, and detail-oriented:** Manages a high volume of work with efficiency: Creates a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines.
- ❖ **Grant writing:** Develops a plan to sustain the work. Research potential grants and work with the management team to produce high quality grant proposals.
- ❖ **Building strong relationships:** Enthusiasm for meeting and engaging with people. Empathizes with the communities we serve. Listens closely to understand needs or concerns, and takes steps based on that input. Get back to people in a timely manner. Takes pride in providing clear, helpful information.

Desired Qualifications

AAAWLC is seeking candidates who excel in relationship-building, are results-oriented, and have strong project management skills. You should have:

- ❖ A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- ❖ A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles
- ❖ Experience managing multiple projects and ability to oversee a cadre of staff, consultants, and volunteers
- ❖ A Knowledge of trauma, ACEs and healing practices
- ❖ Experience translating materials in “community language”
- ❖ Models and inspires accountability
- ❖ Have a passion for serving people

How to Apply:

Please send a cover letter, resume, and writing sample (past program report, essay, success story, or something similar to show your writing skills.) to Christina Peoples, Executive Director, at cp@aaawlc.org

The Amelia Ann Adams Whole Life Center provides equal employment opportunities to all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability or genetics.