



Program Manager Job Posting

Job Title: Program Manager
Reports to: Executive Director
Position Type: Full Time, Exempt
Job Location: Multnomah County
Opening Date: 7/29/2020
Closing: Open until filled

ORGANIZATIONAL BACKGROUND:

The Oregon Latino Health Coalition (OLHC) was founded in 2004. OLHC is dedicated to eliminating health disparities affecting Oregon Latinas and Latinos through leadership, collaboration and advocacy. Today, we operate three principal programs: *Outreach and Enrollment*, *Collaboration and Strategic Partnerships* and *Advocacy*.

Position Summary:

We are looking for a Program Manager who will oversee our Community Outreach and Enrollment Program and expansion of our health equity programs. The qualified individual will be a values driven person committed to social justice and a demonstrated history of serving the Latinx community. This position will directly supervise the Outreach and Enrollment staff. Additionally, the Program Manager will work with the Executive Director to prepare grant reports, financial reporting of programs and participate in community and stakeholder meetings.

Expertise and experience in Community Health Workers model and values. Bilingual, bicultural in Spanish preferred. As a member of the senior management team, the Program Manager participates in strategic planning and budgeting initiatives. Work within the guidelines, policies and mission of OLHC and will be responsible for specific projects as assigned.

Program delivery:

- Oversee Community Outreach and Enrollment Programs.
- Participate in community meetings, representing OLHC mission and values.
- Responsible for the implementation, management, supervision and evaluation of all activities of programs in accordance with OLHC standards.
- Participate in all-staff meetings.
- Responsible for the expansion of the programs and forming partnerships where appropriate.
- Perform other duties as assigned by the Executive Director.

Qualification and Requirements:

- Bachelor's degree in Public Health, Social Work, or related field (i.e. human services, health or education), or 3 years of equivalent experience.
- Bilingual in English and Spanish with the ability to communicate effectively, both orally and in writing.
- Bicultural understanding/familiarity required: knowledge of Latinx culturally based world view, adaptive reasoning, and problem-solving practices of Latinx individuals and families.
- At least 4 years of experience in project management and supervisory experience.
- Passionate about advancing equity, investing in underserved communities, and building capacity for system-level change.
- Community Health Worker training or popular education experience, but not required.
- Demonstrated success developing programs and successfully operationalizing innovative projects.
- Ability to think creatively, work independently, and be proactive in proposing new and better approaches to the work.
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth.
- Strong interpersonal skills and track record of conducting outreach and fostering strong working relationships with people and organizations.
- Excellent verbal and written communication skills with exceptional attention to details.
- Competency with Microsoft Office and Google Drive.
- Requires car, valid registration, insurance and driver's license.

Benefits: Full Medical and Dental benefits, paid holidays, & paid time off.

Compensation: Annual Salary of \$45,000-\$50,000 Commensurate to experience

TO APPLY:

- Please submit a detailed cover letter detailing your interest for this position and resume. The cover letter must specifically address how you meet the education, experience and other work requirements. Positions are open until filled, but interested candidates are strongly encouraged to respond quickly. Please respond by emailing to OLHC's Office Manager, Josué Peña Juárez, at: josue@orlhc.org

The Oregon Latino Health Coalition is an Equal Employment Opportunity employer who encourages applications from women, veterans, people of color, lesbian, gay, bisexual, queer, transgender people, and persons with disabilities.