



Oregon Latino Health Coalition (OLHC) is seeking a **Full-Time Program Manager**. This position is responsible for overseeing our Community Outreach and Enrollment Program and expansion of our health equity programs and COVID response work. The qualified individual will be a value 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.

Founded in 2004, OLHC is the only health policy advocacy organization in Oregon dedicated to eliminating Latina and Latino health disparities. From 2004-2011, we were a volunteer-led organization and not until 2012 did we hire our first Executive Director and begin to formally develop our programming. Today, with a growing staff we operate three principal programs: Policy Advocacy, Leadership Development and OHP Outreach and Enrollment.

To learn more about our amazing Organization visit our website at: <https://orlhc.org/about-us/history/>

Oregon Latino Health Coalition's culture is built on the dedication of eliminating health disparities affecting Oregon Latinas and Latinos through leadership, collaboration and advocacy. We are committed to help build the capacity of allied organizations that work to change the conditions that contribute to the health inequities experienced by our immigrant communities.

Benefits at Oregon Latino Health Coalition!

- Paid Time Benefits
- 11 paid holidays
- Employee Health Insurance Coverage
- And more!

Qualifications:

- Bachelor's degree in Public Health, Social Work, or related field (i.e., human services, health or education), or 4 years of equivalent experience. Bilingual in English and Spanish with the ability to communicate effectively, both orally and in writing.
- At least 3 years of experience in project management and supervisory experience.
- Expertise and experience in Community Health Workers model and values.
- Bicultural understanding/familiarity required. Knowledge of Latinx culturally based world view, adaptive reasoning, and problem-solving practices of Latinx individuals and families.
- Experience developing programs and successfully operationalizing innovative projects.
- Successful completion of civil, criminal and/or motor vehicle background checks.

Essential Duties:

- Oversees Community Outreach and Enrollment Programs which include the COVID -19 response and the Oregon Health Plan (OHP) teams.
- Implements, manages, supervises, and evaluates all program activities in accordance with OLHC standards.
- Participates in the strategic planning and budgeting initiatives as a part of the senior management team.
- Provides direct supervision to the community health worker team.
- Designs and implements the Outreach and Enrollment program and manages the capacity building and strategies towards community, organizational, and/or specific grant goals and deliverables.



- Updates organization on COVID-19 testing, vaccines guidelines as needed to ensure compliance with local, state and federal guidelines.
- Collects monthly/quarterly/yearly statistics and report data, including grant reporting according to funder requirements.
- Serves as project lead and point of contact for Multnomah County Health Department COVID program and the Oregon Health Authority (OHA).
- Collaborates, maintains and strengthens partnerships with other community based organizations and health systems, local, state and federal government agencies, coalitions, and other stakeholders.
- Manages program budget, and tracking of expenditures and invoices.
- Coordinates internal team communications, and facilitates weekly team meetings to support program staff.
- Maintains punctual, regular and predictable attendance.
- Oversees daily operations of the Outreach and Enrollment program such as timesheets, reimbursements and other duties as assigned.
- Actively participates in various team projects including team meetings, coordinates and implements pertinent activities.
- Conducts annual work performance reviews to assigned staff.
- Participates in the leadership management team to support overall organizational internal operation functions.
- Develops and promotes success stories, best practices, and lessons learned to highlight community impact, and supports funding opportunities.
- Other duties as assigned by the Executive Director.

COMPENSATION:

Annual Salary of \$50,000-\$55,000
Commensurate to experience

TO APPLY:

Please submit your cover letter and resume at:

[Rubi Gonzalez Ruelas](mailto:rubi@orlhc.org)

rubi@orlhc.org

(971) 332-6264

WE ARE AN EQUAL OPPORTUNITY EMPLOYER