



JOB DESCRIPTION

Job Title: Program Manager

Reports to:	Executive Director	Dept:	Clinic in the Park
FLSA Classification:	Non-exempt FT	Entity:	OneOC Corporate
Supervises Others:	Yes		

SUMMARY:

Under the general direction of the Executive Director, the Program Manager will provide overall management and coordination of the Clinic in the Park project. Responsibilities include: managing Clinic operations, developing and implementing a business plan, revenue generation, grant writing, research, evaluation, and supervision and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates effectively and courteously with all contacts—internal and external. Works well with a diverse team of professionals, students, interns and others
- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage
- Maintains current knowledge of and complies with organizational and department policies and procedures
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately
- Supports the vision and goals of Clinic in the Park and OneOC

Administration

- Performs administrative and office support activities as needed.
- Assists with grant writing, maintenance of files, reports and budgets.
- Develops and manages program/project revenues and expenses as outlined in approved budget
- Plans meetings, agendas and facilities.
- Executes and maintains Memorandum of Understanding (MOU) with partners/collaborators

Programming

- Oversees planning, implementation and evaluation of monthly Clinics and overall program.
- Oversees maintenance of all supplies and inventory.
- Expands and sustains Clinic in the Park Health Collaborative
- Manages and provides oversight and mentorship for staff, volunteers and interns
- Designs Quality Improvement activities for Clinic staff, volunteers and collaborators.
- Assures programs, collaborators, volunteer health professionals and interns provide American of Pediatrics evidence-based guidelines and messages.

Marketing, Communications, Community Outreach and Fund Development

- Oversees website maintenance.
- Oversees maintenance of Facebook, Twitter, news and other social media and monthly newsletter.

- Maintains accurate lists of partners, volunteers and sponsors.
- Assists with development of monthly newsletter and collaborator communication.
- Identifies grant opportunities, using grant identification database and maintains tracking system.
- Writes and otherwise assists in preparing and tracking grant proposals.
- Develops and maintains sponsorships and new donor strategies with fund development plan, implementation and evaluation.
- Produces delivers and evaluates written and oral presentations to team, collaborators, volunteers and funders.

ADDITIONAL RESPONSIBILITIES:

- Attends meetings of Community Collaborators as needed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally, the manager is in charge of all aspects of operations, formulates and recommends policy but does not have authority to approve policies.
- Provides leadership without favoritism and serves as a positive role model
- Completes supervisory duties timely and effectively
- Reduces employer risk through compliance with HR practices and policies, especially non-harassment and non-discrimination

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in related field, (e.g., public health) required; Master's degree or clinical licensure preferred.
- Minimum of two (2) years of experience in managing a public health program required.
- Direct program planning, implementation and evaluation experience required.
- Community outreach and public speaking experience required.
- Familiarity with diverse racial and ethnic backgrounds with regards to health and cultural needs required.
- Grant management experience preferred.
- Budget development and management experience preferred.
- Fluent Spanish speaking/writing skills strongly preferred.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word, Excel and PowerPoint as well as Internet and email programs proficiently.
- Uses typical office equipment (i.e., ten-key by touch).

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely. Color vision required.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Able to work in outside environment and in inclement weather, heat or cold with appropriate provisions.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply and implement established processes, practices and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version.

OTHER JOB REQUIREMENTS:

- Organizes workload throughout day to meet project timelines and deadlines.
- Maintains professional behavior, dress and appearance at all times.
- Attends meetings and trainings as requested.
- Assists with other duties as assigned on a regular or occasional basis.
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically.

To apply, forward resumes to hr@oneoc.org

OneOC/Clinic in the Park is an Equal Opportunity Employer