

## **Urban Health Partnerships, Inc.**

*POSITION TITLE:* Program Manager

### **JOB SUMMARY:**

The position will provide the necessary leadership and support needed to implement Urban Health Partnerships' (UHP) Access to Healthy Foods through Policy and System Changes initiative throughout Broward County. This is a part-time position requiring an average of 30 hours a week (75% effort). Hours may fluctuate depending on project and initiative demands. While there will be on-site or on-the-field hours required and occasionally evening hours, there is significant flexibility to work virtually and to set your own schedule. The Program Manager would have the possibility of growing into a full-time staff member based on performance and funding opportunities. Other UHP initiatives range from place-based efforts to specific actions that focus on incorporating health- and equity-promoting principals into governing policies and operations. For more information about UHP projects please visit [www.UrbanHP.org](http://www.UrbanHP.org).

The Program Manager should be a highly responsible professional with three to five years of post-undergraduate experience with willingness to lead teams and coordinate a wide range of projects. This position offers individuals with experience and knowledge in public health and/or urban planning and related areas such as government relations, education, and community engagement an opportunity to build upon their skills and work in a flexible and challenging environment. Fieldwork requiring an independent form of transportation to all areas within Miami-Dade and Broward counties may be necessary for this position. Active transportation including walking, biking, and riding transit is encouraged. Being bilingual (English and Spanish and or English and Haitian/Creole) is a plus.

Consistent with UHP' values in diversity, equity, and inclusion, the team seeks to build a vibrant organization where all individuals, regardless of background, can feel valued and contribute fully to the mission. In accordance, UHP does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, genetic information, military service, or disability.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The primary duties and responsibilities of this position include, but are not limited to:

#### **I. Primary Functions**

- Devise and effectively follow a project management plan for each assigned initiative
- Work closely with upper management and supportive staff to assure all project deliverables are met

- Assist in the preparation of reports
- Assess and synthesize quantitative and qualitative data
- Familiarization with local jurisdictions and policy making processes
- Engage stakeholders and establish a common agenda to achieve the project goals
- Effectively engage community members such as elected officials to help inform and implement project goals
- Promote, coordinate, and lead meetings to present findings to elected officials and community members
- Employ a systems thinking approach toward macro-level public health and social and built environment policy issues
- Able to create and implement a community action plan
- Other duties as assigned

## **II. General Conduct**

- Displays an attitude that reflects the organization's mission
- Displays a positive approach towards staff and community members
- Values diversity and actively contributes to a respectful and inclusive work environment
- Works together in the spirit of "Team Work"
- Self-starts and works well independently
- Works well virtually
- Displays strong written and verbal communication skills
- Conducts themselves in a professional manner

## **III. Required Experience :**

- Bachelor's degree or higher
- A minimum of 3 years of full-time work experience in a related field preferred
- A demonstrated desire to work with issues related to policy, food access, social and built environment and/or health
- Demonstrated management and leadership skills
- Advanced skill level in computers (Outlook/Microsoft Office)

## **IV. Preferred Experience:**

- Bilingual in Spanish and English or English and Haitian/Creole is a plus
- Experience working with diverse populations and underserved communities
- Experience with community outreach and engagement

## **V. Physical Demands**

- Ability to:
  - Communicate effectively with staff, community organization personnel, community stakeholders, community members
  - Meet scope of work with little supervision and high efficiency
  - Work well under pressure
  - Maintain a high degree of accuracy and prevents errors directly impacting the implementation of the initiative
  - Ability to actively commute independently

**VI. Education Requirements**

- Bachelor's degree or higher

**VII. Equipment & Software Use**

- Standard office equipment: computer, fax, copier, printers, phone
- Standard office software and programs: Word, Excel, Email

**VIII. Compensation**

- Compensation commensurate with experience.

**To apply, please visit our website at [www.urbanhp.org/careers](http://www.urbanhp.org/careers) where you will be asked to provide your contact information, resume, cover letter, and references.**

**FOR QUESTIONS CONTACT:**

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