



AFRICAN AMERICANS
REACH & TEACH
HEALTH MINISTRY

AARTH

Recruitment Announcement

Job Title: Program Manager

**Salary Range: \$60,000 - \$64,320 (DOE/Q)
(Exempt Position)**

The Opportunity: African Americans Reach and Teach Health Ministry is seeking a skilled and mission-focused professional to join us as the Program Manager. This position develops and implements strategies and services for our Living Healthier with Chronic Disease and HIV Education and Training Programs. Reporting to the Executive Director, the Program Manager monitors contracts and activities designed to improve health services and equitable health outcomes in African American/Black individuals and communities. Responsibilities include providing leadership and direction to staff, facilitating program trainings, managing program contracts and budgets, and overseeing social media outreach/training activities.

The Organization: Founded in 2002, AARTH Ministry is a non-religious faith based 501c3 non-profit organization established to respond to HIV/AIDS and other chronic health conditions that disproportionately affect African and Black people in the diaspora.

Our mission is to increase the capacity of faith and health institutions to provide wellness and community care systems for people of African descent, with specific commitments to:

- Increase awareness and knowledge of health issues that disproportionately affect them.
- Promote responsible and self-affirming health practices.
- Strengthen the infrastructure of faith ministries and organizations to provide culturally appropriate services and effectively collaborate with others.

Health equity and social justice represent our core values and the foundation for how we conduct business and deliver services. AARTH approaches health equity and social justice work through an Afrocentric lens and works to explore and address issues from a holistic standpoint; assessing the whole person, which considers all factors that contribute to health inequities.

Individuals interested in joining our team must be committed to health equity, social justice and culturally relevant services. Team members must also demonstrate the values of relationship building, respect, and collaboration.

Application Information

Who May Apply: Open to all qualified applicants who have two or more years of personal and professional experience in community-facing work. Experience working with African American/African communities and health/social service professionals is highly desired.

Work Location: The AARTH office is located at 901 Rainier Avenue N, Suite B102, Renton WA 98055. Must be available to work some evenings and weekends. Must be willing to travel to supported States (Washington, Alaska, Colorado, Utah and Oregon), and attend up to two regional conferences each year.

Application Process

Please submit a resume and compelling cover letter to: KathleenW@aarth.org.

Recruitment will remain open until job is filled.

Job Duties

- Utilize effective project management techniques and tools to create and monitor program work plans and schedules for each contract.
- Lead the work of a team to achieve all program goals and comply with contract requirements.
- Manage program delivery services using a team-based approach.
- Collaborate with the ED and accountant to manage program budgets and perform fiscal and administrative oversight of contract funds (e.g. invoices, timesheets, financial reports).
- Oversee outreach strategies including social media, marketing materials and web-based promotions.
- Conduct productive in-person and virtual meetings, workshops and/or training sessions.
- Ensure staff completes the health equity and social justice training and achieves a functional/working knowledge of AARTH health equity and social justice principles, and practices.
- Participate in development of grant proposals and other funding strategies in collaboration with the ED, Board, and community partners.

Desired Qualifications

- Demonstrated knowledge of equity and social justice principles and practices, and understanding of the effects of place, race and policy & systems-based inequities on marginalized communities and populations.
- Proficient knowledge of various chronic diseases that impact African Americans and the ability to work with allied health workers and health care professionals.
- Experience designing and facilitating workshops/trainings/events for health/social service professionals, community-based clients, nonprofits and/or ethnically diverse community groups.
- Experience planning and managing complex projects that involve working with multidisciplinary teams across multiple sites, states and region.

- Demonstrated project management skills, including knowledge of effective processes and tools for goal setting, tracking activities, and analyzing data, and developing written reports.
- Knowledge and experience designing and/or responding to competitive requests for grant proposal processes.
- Experience and skilled use of database systems for managing administrative aspects of training courses.
- Demonstrated experience developing marketing and outreach strategies and promotional materials.
- Experience developing innovative curriculum-based strategies; conducting needs based on assessments; training evaluations, strategic planning and input from collaborative partners.
- Demonstrated knowledge of and experience in negotiating, preparing, monitoring and managing performance-based service contracts.

Required Qualifications

- Bachelor's Degree with 2 years of Public Health, Education, Social Work, or other closely related field.; or other combination of equivalent education and experience.
- Ability to manage both the big picture and the details, balancing attention to both strategic and tactical considerations.
- Proven success leading a team and supervising the work of staff members.
- Ability to negotiate and resolve conflicts, demonstrating a high level of tact and diplomacy.
- Computer skills including MS Word (proficiency-level), PowerPoint, Excel (at least intermediate level), internet software, and Access (at least intermediate level).
- Excellent oral, written, and interpersonal communication skills.
- Equally comfortable and proficient as an individual contributor and team member.
- Fluent in English.

Special Requirements

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to Occupational Safety and Health Administration/Washington Industrial Safety and Health Administration (OSHA/WISHA) guidelines including but not limited to completing their mandatory trainings on time.
- Possess a valid Washington State Driver's License.