

JOB DESCRIPTION

Job Title: **PROGRAM MANAGER**

Reports To: Executive Director

Status: Non-Exempt

GENERAL SUMMARY: Bee Busy Learning Academy, Inc is seeking a qualified candidate for the Program Manager (PM) position. The PM will manage implementation of Bee Busy's public health programs to improve awareness, education, prevention and screening to reduce health disparities for high-risk ethnic communities disproportionately impacted by HIV, Syphilis and Hepatitis C. The PM will provide oversight for the agency's CTR and DSHS programs. The PM will also be responsible for collaborating with community gatekeepers, community-based organizations, and health care organizations, Departments of Health, government officials, and other key stakeholders. Some weekday evenings and weekend days will be required to fulfill program goals.

QUALIFICATIONS:

1. Bachelor's degree in public health (or related field) is preferred, plus at least 2 years of professional experience in health, social, and/or community services and program management.
2. Strong research background is required as well as experience in organizing communities and/or coalitions, developing relationships and mobilizing stakeholders, and coordinating advocacy efforts with energy and enthusiasm.
3. Excellent verbal, interpersonal and writing skills required with grant writing experience desirable.
4. Excellent computer skills
5. Must be highly organized, demonstrate leadership qualities and initiative, and able to operate independently in the field.
6. Must be willing to travel within the Houston area. Ownership of reliable transportation and a valid TX driver's license is required.

DUTIES AND RESPONSIBILITIES:

- Know and Exemplify the Agency's mission
- Manage the daily operations of the CTR and DSHS programs
- Learn and maintain an awareness of issues and trends in HIV and substance abuse education, health disparities, cultural competency and advocacy in order to contribute meaningfully to program development.
- Engage and coordinate collaborative partnerships with multiple stakeholders.
- Coordinate and conduct prevention education, screenings, health events, and linkage to care with partner organizations.
- Coordinate data collection and manage outcome measures for reporting.
- Monitor progress and ensure schedules and program activities, deliverables and expectations are met to ensure quality and accuracy of work outcomes concerning contractual and grant commitments.
- Work with individual project supervisors to ensure optimum resource allocation.
- Keep the team motivated and focused throughout programs.
- Ensure that the program delivery meets Bee Busy's mission and stringent quality goals.
- Conduct programmatic reviews.
- Manage lessons learned to ensure continuous quality improvement.
- Facilitate small- and large-group meetings and trainings.
- Develop reports through collaborative writing and editing with team members.
- Develop PowerPoint presentations and other materials for use during program-related events.
- Assist with preparation of grant applications and reports for all public health programs.
- Perform other duties as may be required to fulfill the mission of the agency.

❖ **This is a grant-funded position subject to annual renewals.**