



PROGRAM MANAGER Position Description

North Country Healthy Heart Network is leading two exciting chronic disease prevention initiatives with funds from the NYS Department of Health. The newly forming [North Country Chronic Disease Coalition](#) includes health care providers and other key stakeholders across Clinton, Essex and Franklin counties and will initially be focused on increasing identification and treatment of pre-diabetes in both clinical and community settings. [Creating Healthy Schools and Communities](#) focuses on policy and other environmental changes that support increased access to healthy foods and opportunities for physical activity at schools, worksites, and in the community. We are seeking energetic, creative and thoughtful program leaders to help move these initiatives forward. If interested, please send a resume and cover letter to jobs@heartnetwork.org. Tell us which program interests you most, and why. Applications will be accepted until both positions are filled.

Required Qualifications:

- Bachelors degree and three years of experience in a like or similar position
- Background in public health, health communications, public or health administration, quality improvement/assurance, or a related field
- Commitment to public health and chronic disease prevention
- Knowledge of the geography, demographics and unique needs of Clinton, Essex and Franklin counties
- Knowledge of and skills in:
 - Policy, environmental and systems change approaches
 - Obesity and type 2 diabetes prevention content
 - Cultural competency, disability awareness
 - Strategic planning, program development, coordination and management
 - Advocacy, public health policy and public relations
 - Community mobilization, outreach, organizing and planning in public health
 - Leadership, communication and writing
 - Strategic use of media including media advocacy and earned media
 - Fiscal management
 - Evaluation methods, including gathering and analyzing data
- Ability to motivate, inspire others and convey knowledge and enthusiasm to partners
- Ability to work with internal and external partners at multiple levels within organizations and across communities
- Organized and detail-oriented
- Access to transportation and ability to travel regionally, as needed
- Excellent interpersonal and networking abilities

Responsibilities of Program Manager:

- Lead the program as a 100% FTE
- Schedule and coordinate all program-related meetings
- Manage the day to day operations of individual projects
- Motivate partners, stakeholders and community members
- Interface with community members, organizations and decision-makers at every level
- Lead work plan development process and manage implementation efforts
- Coordinate with staff and/or partners to ensure achievement of all project deliverables
- Consult with communications coordinator to develop/monitor implementation of communications plan
- Ensure completion of evaluation and reporting requirements
- Monitor and report on emerging chronic disease prevention research and current trends
- Identify potential new sources of funding to support work plan implementation/expansion
- Participate in other duties as assigned