Job Title: Program Manager
Program Name: Collective Impact to Prevent Preterm Births in San Francisco
Location: San Francisco, CA
Position Status: Full Time, Exempt, Temporary
Pay Rate: Depending on Experience, approximately $88,000 - $97,000 /yr
Travel Required: <10%
Reports to: Medical Director of Maternal, Child & Adolescence Health, SFDPH
Opening Date: February 2, 2017
Closing Date: Open Until Filled

SUMMARY
Public Health Foundation Enterprises, Inc. (PHFE) invites applications for the position of Program Manager.

In partnership with the California Preterm Birth Initiative (PTBi-CA) at UC San Francisco (UCSF), the San Francisco Department of Public Health (SFDPH) is initiating a multi-year collective impact program to reduce disparities in preterm births among San Francisco residents. Prematurity is a leading cause of infant mortality and childhood disability. Addressing the social, economic, and racial disparities of preterm birth requires the engagement of institutions across sectors in partnership with communities affected by preterm birth. Collective Impact requires a shared system of measurement to track the outcomes of policies and programs that promote health and well-being, screen for preterm birth risk factors, and ensure access to quality healthcare across the reproductive life course. This position will serve as the “Program Manager” (PM) who will lead the backbone organization to support this multi-sector initiative.

This is a grant-funded and benefitted position. Employee is provided by PHFE.

ESSENTIAL FUNCTIONS
• This position will provide overall project management and key leadership for a citywide Collective Impact effort to reduce disparities in preterm birth in San Francisco by promoting women’s health and access to quality healthcare during the preconception, reproductive, and pregnancy periods. The essential functions of this position map to the 5 core elements of Collective Impact.

  o **Common Agenda:** The PM will engage with representatives of key governmental, health care and community-based organizations to develop and maintain a “common agenda” of reducing disparities in preterm birth. This position will need to build strong collaborative relationships with professional and lay leaders. In partnership with external consultants and leadership from a cross-sector steering committee and working groups, design monthly meetings and draft summary reports.
Shared Measurement: The PM will oversee the development, refinement and maintenance of a system for "shared measurement" that details a common set of indicators to track the initiative’s progress. The PM will ensure data sharing agreements are in place and offer input on data collection methods, data analytic approaches, and selection of baseline performance measures for specific activities/programs as well as population level indicators (e.g., preterm birth rates, food insecurity among pregnant women, etc.). This may include working closely with experts in epidemiology, program evaluation, health education, community health promotion, family planning, women’s health, and prenatal care at SFDPH, UCSF, and the broader community.

Mutually Reinforcing Activities: The PM will develop and coordinate a plan for cataloguing, implementing and aligning "mutually reinforcing activities" across different organizations in San Francisco that promote preconception, reproductive, and pregnancy health. This will require engaging a wide spectrum of organizations within and beyond the health sector (e.g., housing) to assess the reach and impact of existing and potential health-related policies and programs.

Continuous Communication: The PM will oversee the infrastructure and content for communications among partners, steering committee members, working group members, and interested community members directly managed by a program associate or other backbone staff. Tools that may be used include online newsletters, portals, or wikis.

Backbone Infrastructure: The PM will manage the backbone support to the Collective Impact effort by convening and coordinating participating organizations and agencies. This may also include supervision of staff, interns, and trainees; overseeing grant budget and expenditures; and managing limited request for proposals from vendors/organizations.

- The PM will increasingly participate and collaborate with SFDPH staff in other public health activities and committees as well as other relevant SFDPH-supported Collective Impact efforts supported by Maternal, Child & Adolescent Health and the Center for Learning and Innovation.
- Other duties as may be assigned.

JOB QUALIFICATIONS

Education/Experience

Minimum:

- Requires completion of a four-year college or university with a baccalaureate degree with major course work in public health, public health administration, public policy, public administration, business administration, health or mental health sciences, mathematics, statistics, computer science, management information systems, or a closely related field
- 4 years of professional level experience in health program planning, program coordination, health education, and/or evaluation.
Substitutions:
- Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one year.
- Possession of a Master's degree in Public Health, Public Administration, Public Policy, Health Administration, Health & Human Services or closely related field may substitute for one (1) year of the required experience.

Experience working with at-risk communities, including the African American community, Medi-Cal patient populations, low-income immigrants, etc.

Preferred:
- Doctorate or Master’s Degree in public health, social work, or a closely related health/social services field.

Certificates/Licenses/Clearances
- Certified Health Education Specialist (CHES) certification or eligibility (desired)
- Project Management certificate

Other Skills, Knowledge, and Abilities
- Strong Interest, Experience, Knowledge, and/or Expertise in:
  - Addressing the social determinants of health and health disparities
  - Maternal, child and adolescent health
  - Policy and/or System Change
  - Project planning principles and methods
  - Communications
  - Data analysis
  - Community organizations and organizing
  - Results-based Accountability
  - Quality Improvement methodology (e.g., LEAN)
- Outstanding written, oral and listening skills.
- Strong facilitation skills
- Experience supervising staff, trainees, and/or interns
- Competence in the Microsoft Office Suite of applications including Word, Excel, Outlook and PowerPoint
- Experience with Tableau or other data visualization software

PHYSICAL DEMANDS
- Stand: Occasionally
- Walk: Occasionally
- Sit: Constantly
- Handling / Fingering: Occasionally
- Reach Outward: Occasionally
- Reach Above Shoulder: Occasionally
- Climb, Crawl, Kneel, Bend: Occasionally
- Lift / Carry: Occasionally
- Push/Pull: Occasionally
- See: Occasionally
- Taste/ Smell: Occasionally
Not Applicable  Not required for essential functions
Occasionally    (0 - 2 hrs/day)
Frequently      (2 - 5 hrs/day)
Constantly      (5+ hrs/day)

WORK ENVIRONMENT
General Office Setting, Indoors Temperature Controlled

APPLICATION PROCEDURE
Interested individuals must submit a resume and cover letter for consideration.

Apply at: https://www.appone.com/MainInfoReq.asp?R_ID=1503320

All qualified applicants will be considered for this position in accordance with the San Francisco Fair Chance Ordinance.

PHFE is an Affirmative Action, Equal Opportunity Employer that encourages minorities, women, veterans, and disabled to apply.