



FLSA Status: Exempt, Learned Professional

Salary Range: \$55,000-\$65,000

Prepared: 07/2021

Program Manager

Organizational Overview:

HCSF is a private, not-for-profit corporation created under Chapter 408.033, Florida Statutes, with the mission of providing coordinated health planning designed to enhance the provision of accessible, affordable and high quality health care services to all persons residing in the service district, defined in the enacting legislation as Miami-Dade and Monroe Counties. HCSF is one of eleven local health planning councils under contract with the Florida Department of Health to perform various health care service responsibilities as designated in the statute. Florida Law establishes local health councils as a network of non-profit agencies that conduct regional health planning and implementation activities. HCSF has a long history and a broad range of experience in health services planning, research and community involvement.

Local health councils work with the various communities on efforts designed to improve access to health care, reduce disparities in health status, assist state and local governments in the development of sound and rational health care policies and advocate on behalf of the underserved.

Summary of Work:

The Program Manager will oversee the Ending the HIV Epidemic Community Engagement Program, and/or other project as assigned.

This position will coordinate the processes of the program or project and serve as the liaison between the program staff, management, executives, stakeholders and contractors. This position is responsible for planning and coordinating the administrative, and operational activities of a narrowly defined, contract or grant funded program/project. Duties will include assisting with program implementation and administration. He/She will proactively monitor and develop strategies to fulfill programmatic needs and reviews with Administrator. The Program Manager will function under the direction and guidance of the CEO.

Core Duties & Responsibilities:

- Serve as main point of contact and liaison between program staff, upper management, executives, contractors and vendors
- Strategize and outline the goals and objectives of the program/project
- Work on multiple tasks while meeting all contractual and reporting deadlines
- Review and prepare program/project deliverables and invoicing received from contractors
- Assist with preparation of project deliverables and budget reporting
- Monitor program contractors and vendors to ensure consistency with criteria established by funding sources
- Support all aspects of program monitoring and evaluation, including data collection, deliverables, tracking, and reporting
- Communicate program objectives, goals, and progress to program directors, executives, upper management, and stakeholders
- Participate in required meetings or conference calls
- Assist in other duties as assigned

Educational Experience:

- Bachelor's degree or Master's degree in business or related field. Public health or a closely related field is highly preferred.
- 3 – 4 years of relevant work experience in project management and project coordination.

Knowledge, Skills, and Abilities:

- Excellent English writing and speaking skills; bi-lingual is a plus
- Excellent interpersonal, verbal, and written communication skills
- Knowledgeable in program management methodology and techniques
- Proven stakeholder management skills
- Experience in working with diverse groups
- Experience with compiling and following strict budgets
- Able to work independently and collaboratively
- Means of transportation for occasional local travel in both Miami-Dade and Monroe Counties when needed
- Competency in Microsoft Office programs, computer literacy and well-developed technology skills
- Able to multi-task, prioritize, and manage time effectively

Physical/Mental Abilities and Processes:

- Sustained concentration and attention to detail
- Interpreting and applying federal guidelines to daily operations

- Determining and prioritizing own work load
- Significant problem solving and analytical skills
- Ability and desire to complete job tasks on a timely basis
- Flexible and energetic, able to work well under pressure and deadlines

Other Requirements:

- Valid State of Florida Driver's License and able to travel as needed
- Physical demands are minimal for this position, and includes sitting, standing, walking reaching, light-lifting (less than 25 lbs.) and any other office situation
Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- May require extended hours and flexibility with scheduling, as necessary