



SAN FRANCISCO
COMMUNITY
HEALTH CENTER

Program Manager (Community Development) – FTR042018

Agency Description

San Francisco Community Health Center (SFCHC) is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead under-served communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Position Description

The Program Manager is responsible for managing the National Capacity Building Assistance (CBA) Program, a federally-funded project aimed at providing consultation services, technical assistance and training to community-based organizations (CBOs) across the United States and its jurisdictions. Services will focus on supporting implementation of High Impact HIV Prevention, specifically in the areas of HIV Testing, Prevention with HIV-Positive Persons, and Condom Distribution.

This position will oversee day-to-day program operations, manage partnerships, provide CBA and consultation services, and ensure the successful delivery of high-quality consulting services to the target population. *The ideal candidate is adaptable, solution-oriented, and proactive in working with team members and coming up with creative ways to meet and surpass program goals.*

Essential Functions

- In cooperation with the Associate Director of Community Development, provide overall leadership of staff, budgets, program planning and evaluation of the program
- Supervise program staff including, recruitment, hiring, development of staff work plans, training and professional development, and annual performance appraisals
- Responsible for the program administration including preparation of progress reports, development of protocols and processes, timely delivery and fulfillment of services

nationally and documentation of program activities, and monitoring of program expenses

- In cooperation with Associate Director, manage relationships between SFCHC and clients, contractors, funders, and other partners including maintaining consistent communication, scheduling and facilitating meetings, and provision of peer mentoring as needed
- Provide high-quality CBA services to CBOs to support implementation of High Impact HIV Prevention.
- Manage and implement process and outcome evaluation for program in cooperation with Behavioral Scientist
- Represent the National CBA Program and SFCHC at local and national meetings and conferences
- Travel required (~20%)
- Other related duties as assigned

Minimum Qualifications:

- Bachelor's degree in public health, social work or related field or equivalent
- Proven leadership and program management experience including staff supervision, budget and contract oversight, and evaluation
- Proven experience in non-profit consulting, capacity building, or related areas
- Proven experience working in field of HIV and/or health and disease prevention
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills, and time management skills
- Ability to foster and maintain relationships with team members and external stakeholders
- Sensitivity to HIV positive individuals; lesbian, gay, bisexual, transgender, and queer populations; and culturally diverse populations
- Proficient in Microsoft Office

Preferred Qualifications:

- Master degree in public health, social work or related field or equivalent
- Experience conducting program monitoring and evaluation and community-based research
- Knowledge of and experience with High Impact HIV Prevention interventions, particularly around HIV testing, Prevention with HIV-Positive persons, and Condom Distribution
- Knowledge of specific HIV prevention interventions such as CLEAR, ARTAS, etc...
- Knowledge and/or experience with e-learning design and systems
- Experience working in communities of color and health

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15649381>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

San Francisco Community Health Center (formerly known as API Wellness) is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. San Francisco Community Health Center (formerly known as API Wellness) does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records