

Job Title: *Program Manager*

Supervisor: *Senior Program Manager*

Date prepared: 06/22/2021

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Overview

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Program Manager** will work with the Trailhead team to further the organization's mission, to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization, and to operate in accordance to our organizational drivers of collaboration, capacity and justice. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

The **Program Manager** will work remotely and **support the implementation of the Regional Health Connector program**. The **Program Manager** will report to the **Senior Program Manager** and will work in collaboration with internal and external teams and partners.

Responsibilities:

- Manage and further develop the Regional Health Connector Program
- Develop trainings and retreats for the Regional Health Connectors
- Facilitate engaging meetings with the Regional Health Connectors via web-based platforms
- Work collaboratively with the staff of the Regional Health Connector Program Office including staff at the Colorado Health Institute and the University of Colorado Department of Family Medicine to move forward on the goals of the Regional Health Connector Program
- Provide technical assistance to the Regional Health Connectors and their the host organizations where they are housed
- Manage regular communications with the Regional Health Connectors, their host organizations and the Program Office Staff
- Build engaging relationships with the Regional Health Connectors
- Assist in the preparation of grant reporting
- Assist in the preparation of grant request and funding
- Develop communications and messaging between Trailhead and programmatic partners, in collaboration with the Communications Coordinator
- Assist in the maintenance of related program budgets

Skills

- ***Minimum 3-5 years of experience in program implementation or management***
- ***Interest or experience in public health***
- Excellent relationship building skills, ability to work with a variety of internal and external stakeholders and community partners.
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication
- Excellent communication skills, both written and verbal
- Demonstrated experience using and developing reports and messaging that are clear, cohesive, actionable, visually compelling and easy to understand
- Proficiency in Microsoft Office, Outlook, Zoom, Slack, Adobe, as well as the aptitude to learn new computer applications as needed
- Keen analytic, organization and problem solving/decision-making skills
- Ability to troubleshoot, take initiative, be forward thinking in Trailhead's program areas
- Demonstrated work history of coordinating and completing tasks independently and on time

Key Characteristics

- The ideal candidate has experience in authentic community engagement principles and program/project management
- Ability to focus, engage and thrive in a remote work environment (expected through 2021)
- A successful track record in setting and managing multiple priorities
- An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment
- Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality
- A team player
- Responds well and flexibly to change and stressful situations
- Commitment to the mission, vision, values, drivers and strategic direction of Trailhead Institute
- Desire to promote this work in a professional and ethical manner

To Apply

Please submit a **cover letter, resume, and three professional references** to Hiring@Trailhead.Institute. Only electronic submissions are accepted.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 07/20/2021. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

This is a full-time exempt **remote** position, with office facilities available in Denver, Colorado. The salary range for this position is \$55,000-60,000 a year. Trailhead offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.



Job Announcement

This is a LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute. Full time employment is anticipated through **June 30, 2022**.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.