



BOSTON PUBLIC HEALTH COMMISSION
invites applications for the position of:

Project Manager - Chronic Disease Prevention

An Equal Opportunity Employer

SALARY: \$50,000.00 - \$57,000.00 Annually

OPENING DATE: 10/23/13

DEPARTMENT: Community Initiatives Bureau

LOCATION: 1010 Massachusetts Avenue, Boston

DESCRIPTION:

Schedule

Monday – Friday, 9 – 5. Full-time, salaried position. Requires occasional evening and weekend time commitment for community events and to meet deadlines.

EXAMPLE OF DUTIES:

Provides overall management of selected projects within the Division that may change over time.

Focus of division and projects are obesity and chronic disease prevention, with a priority on addressing racial, ethnic, and other inequities in health outcomes through policy, systems and environmental approaches in diverse sectors of the community. Provides planning and operational support to additional projects as team member.

Examples of Specific Duties

- Leads initiative to implement obesity prevention practices in charter and other schools, based on evidence-based best practices. Includes conducting background research and data collection, developing detailed workplan, convening schools, and coordinating technical assistance needs.
- Provides technical assistance to other organizational sectors implementing policy changes as assigned.
- Acts as liaison and resource to internal BPHC programs about best practices, policies, curricula and educational materials for obesity prevention, healthy eating, and physical activity that would benefit BPHC clients.
- Supports chronic disease prevention and management initiatives, including for hypertension and diabetes.
- Supports Division internal and external communications for obesity and chronic disease prevention by researching and writing content for newsletters, website, blogs, and social media.
- Develops and implements program workplans, timelines, budgets.
- Represents BPHC at community and partnership events.
- Stays current in best practices for obesity and chronic disease prevention.
- Functions as part of overall team for initiatives, providing leadership or staff support for different initiatives.
- Conducts literature reviews and other information gathering, prepares reports and recommendations as part of program planning.
- Coordinates and facilitates partnership meetings with internal and external partners to develop and monitor program initiatives.
- Responsible for data management, and analysis for assigned projects. Coordinates with division director and Research and Evaluation Office for program evaluation.
- Presents project findings at conferences, meetings, and for community partners.
- Supervises staff, interns and volunteers as appropriate.
- Meets regularly with program director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters.
- Works in a confidential capacity. Operates independently. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and BPHC policy. Make and recommend management and personnel decisions for, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline. Perform other duties as required.
- Performs other duties as required

MINIMUM QUALIFICATIONS:

- Master's degree in public health, health administration or policy, or related discipline plus 1 year experience in health program development, coordination, or policy; OR BA/BS plus 3 years of relevant experience OR 8 years of relevant experience.
- Demonstrated ability to plan, implement, and manage health programs.
- Knowledge of public health policies and practices. Knowledge and experience in policy, systems and environmental approaches to obesity and chronic disease management is preferred.
- Knowledge of chronic disease management in community health care environments is preferred.

- Understanding of and commitment to role of public health in promoting racial justice and health equity. Understanding and ability to speak to the connection between racism, health and other social outcomes for people of color.
- Demonstrated ability to establish effective communications and working relationships with community agencies and providers.
- Excellent interpersonal skills, including ability to establish and maintain rapport with others and to function as member of a team.
- Excellent written and verbal communication skills, including ability to prepare reports and to maintain accurate records.
- Ability to work independently and exercise sound judgment.
- Exceptional organizational skills with the ability of developing time lines and meeting deadlines.
- Ability to be flexible and prioritize to meet deadlines and accomplish priority work.
- Experience preparing and making presentations to diverse audiences.
- Ability to understand, explain, apply the laws, rules, regulations, policies, procedures of unit activities.
- Advanced knowledge & experience with MSOffice, MSWord/Excel, Powerpoint, and Windows software.
- Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups.
- Prefer familiarity with Boston neighborhoods, community based organizations and systems.
- Bilingual and/or bicultural applicants encouraged to apply.
- Valid Massachusetts driver's license required. Access to own vehicle preferred.
- *This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.* A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.
- **Boston Residency required (or willingness to relocate.)**

ADDITIONAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bphc.org/>

Job #00721
 PROJECT MANAGER - CHRONIC DISEASE PREVENTION
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OUR OFFICE IS LOCATED AT:
 1010 Massachusetts Avenue
 Boston, MA 02118
 617-534-5657
jobs@bphc.org

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Project Manager - Chronic Disease Prevention Supplemental Questionnaire

- * 1. Do you currently live in the actual city of Boston OR are you willing to move within 6 months?
 - Yes
 - No

* Required Question