



CoNECT (Community Network for Engagement, Connection and Transformation) *formerly Community Health Worker Network of Buffalo*

Program Manager Announcement

For best consideration, please apply by Monday, August 17, 2020

About CoNECT

The Community Health Worker Network of Buffalo (CHWNB), now operating under the umbrella of CoNECT, formed in 2010 through the efforts of a group of advocates in health care, public health, academia, and community-based organizations looking to foster “bottom up” strategies to improve community health in Buffalo and beyond. The CHWNB developed as frontline workers of and from the communities they serve (Community Health Workers) and stakeholders came together in the areas of health care, public health, housing, education, environment, food access, and social services; with the intent to empower community members to define their own challenges and opportunities and take action to self-determine their future.

CoNECT now includes the CHWNB, School Health and Wellness Collaborative, Peace, Love and Power Collective and several other community-based, intersectoral initiatives. CoNECT's mission is to build relationships, trust and power for healthier individuals, organizations and communities.

About the Opportunity

CoNECT is seeking a Program Manager to assist with project and program design, implementation, administration and management. The Program Manager will support logistics and operations functions of the organization and the various collaborative initiatives of CoNECT and external partners. This position will require a strong focus on resource development and information sharing, and creating networking and education opportunities to community members, Community Health Workers/other frontline workers, and a variety of professionals in the healthcare, education, housing and social services and human services sectors; as well as government and academic institutions.

Essential Responsibilities and Functions

- Work closely with the Executive Director on budgeting, fund development, financial and administrative management, and program planning, implementation, and evaluation. Maintain and utilize various administrative, communication, and project management systems (including text, e-mail, databases, listservs, social media, project management tools, etc.).
- Support and potentially facilitate training and workshops (this also includes preparation of materials, planning and follow-up with CoNECT and other training/technical assistance partners, etc.).
- Help plan and host community events, informational sessions, roundtable discussions, and community informational summits.
- Connect CHW's/frontline workers and community organizations and systems to training and technical assistance services and opportunities associated with the organization.

- Serve as a liaison to institutions to represent community needs (including those of CHW's, parents/students, frontline/community-based organizations, etc.) and advise institutions and professionals who are not community-based on issues related to cultural and community responsiveness.

Job Expectations

- Be dedicated to the evolving policy, practice-based, and programmatic needs of CoNECT and our clients/community.
- Professionally and effectively communicate to and connect with diverse groups and audiences.
- Be self-motivated and work independently.
- Be self-reflective, build on strengths, and ask for help when needed.
- Maintain clear and consistent communication with the Executive Director of CoNECT/direct supervisor, and other individuals and groups as needed.
- Work collaboratively with other CoNECT staff and trainers, community programs, organizations and supportive systems.
- The job is community-based and requires frequent travel in the City of Buffalo and surrounding region. Reliable transportation/a car is required.
- Some evenings and weekends will be required.

Essential Qualifications

- 5+ years of experience in conducting training, education, outreach, and/or advocacy in community-based settings *and* experience in community outreach, program and service navigation, and interfacing with health, education, social and/or human service systems.
- 5+ years of supervisory and management experience, to include grants, program, and/or budget creation, implementation, and oversight. Basic knowledge of health, education, and human services systems and operations.
- As this role will do a significant amount of interface with academic institutions, knowledge and/or experience in academia is preferred.
- Very strong verbal communication skills and comfort with public speaking, written communication and computer skills. Research, policy, and advocacy skills and experience are a plus.
- Must be comfortable working in diverse settings and with diverse populations, and be highly flexible and self-directed.

Compensation and Benefits

The Program Manager is a full-time position. Salary range will be commensurate with experience.

How to Apply

CoNECT has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line “**CoNECT – Program Manager Search.**” Cover letters will be evaluated as a writing sample

and should include the applicant's salary requirements. Application materials must be directed to the email address above. No phone calls, please. For best consideration, applications should be received by **Monday, August 17, 2020**. Applications will be accepted until the position is filled.

CoNECT is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, pregnancy status, gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. Applicants from historically underrepresented communities, including people of color, are strongly encouraged to apply.