

## POSITION DESCRIPTION

**Title:** Project Manager for Project Fierce -WeCanStopSTDsLA's Young Women of Color Project (Project Fierce)

**Job Type:** 0.75 to 0.80 FTE, limited term through September 2023. The term may be extended depending on funding

**Salary:** Up to \$51,000 annually, depending on experience.

### **Organization Summary**

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC's mission is to collectively build equitable systems. CHC has been at the forefront of systems change work to eliminate disparities in health and well-being. Our policy areas include Health Systems, Food Justice, and Community and Economic Resiliency. Each area represents a unique opportunity to engage members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state, and national level to improve the health of under-served and marginalized communities.

### **WeCanStopSTDsLA Overview**

WeCanStopSTDsLA is a movement that brings together people and organizations who live, work, play, serve and worship in Los Angeles County to reduce the cases of STIs among youth and young adults in our communities. WeCanStopSTDsLA was launched in 2012 in South Los Angeles with support from the Department of Public Health, Division of HIV and STD Programs. WeCanStopSTDsLA is led by the Community Advisory Coalition (CAC), consisting of public health officials, community members, service providers, advocates and faith leaders. Coachman Moore & Associates, Inc. (CMA) serves as the CAC's backbone entity. Espousing a model of social justice based in a Collective Impact approach, WeCanStopSTDsLA seeks to reduce the number of STI cases by changing the narratives, systems, practices and cultures that negatively impact young people's access to and utilization of appropriate, high-quality STI prevention, testing and treatment services. It ascribes to the values of justice, compassion, prevention, treatment and open communication. It stands against bias of any kind and the high number of STI cases among young people in LA County.

Under funding from the Centers for Disease Control and Prevention (CDC), CMA and Children's Hospital Los Angeles (CHLA) are partnering with CHC to deepen and expand the work of WeCanStopSTDsLA to achieve health equity for young women (inclusive of cis and trans women) of color across LA County with respect to STIs. Recognizing the need to engage more young women from the community and to ensure that their lived experiences drive the process of identifying and implementing solutions, this project engages young women 18-24 years old via a Community Advisory Board (CAB) and other means to identify sustainable interventions that will best address social determinants of health and prevent STIs in their communities.

### **Position Summary**

The Project Manager will work seamlessly with CHC and CMA to ensure project activities are designed and carried out to achieve program goals to address the social determinants of health which lead to the disproportionate rates of STIs among young women of color. In addition, the manager will ensure that the CAB

runs equitably and effectively integrates the voices and authentic participation of young women of color.

Because this project is an expansion and deepening of WeCanStopSTDsLA's current work, the Project Manager will hold a critical bridging function among current and new stakeholders. While reporting directly to the CHC Administration and Operations Manager, the Project Manager will have matrixed accountability to CMA leadership for program implementation on behalf of WeCanStopSTDsLA. The ideal candidate will have strong civic acumen skills and successful experience in coalition development, managing complex and matrixed relationships, working collaboratively and communicating in a teamwork capacity and with multiple demands and shifting priorities.

### **Description of Job Duties and Responsibilities**

- Oversee all aspects of the funded program to ensure that young women of color are identifying social determinants of health driving the high rate of STIs affecting their peers and are informing and driving solutions in collaboration with the WeCanStopSTDsLA movement to reduce STIs.
  - Oversee the development and implementation of the CDC grant interventions, action plan, evaluation.
  - Ensure all goals, objectives, activities, and deliverables are carried out in accordance with the workplan and grant guidelines, specifications, timelines and budgets.
- Coordinate the collaborative relationships among CHC, CMA, CHLA, as well as with other WeCanStopSTDsLA stakeholders.
- Supervise and work closely with the CAB Coordinator to ensure that the CAB runs equitably and efficiently and appropriately reflects the target population of young cis and trans women of color.
- Cultivate and nurture strategic partnerships with organizations and key leaders working on similar issues to advance the project's priorities and expand WeCanStopSTDsLA's presence and influence.
- Work with the project evaluator to refine and monitor the evaluation plan; works with CAB Coordinator to ensure evaluation plan is fully implemented.
- Prepare programmatic reports in accordance with CHC, CMA and CDC grant reporting requirements.
- Support fundraising activities and help secure non-financial resources to support project, as necessary.
- Perform other duties as assigned.

### **Required Qualifications**

- At least 3-5 years of project management experience with federal, state or foundation funded public health or related projects.
- At least 5 years' experience working on social determinants of health and/or women's issues with communities of color. Experience and/or strong working knowledge of STIs, sexual/reproductive health, women's health and/or health equity-
- Demonstrated excellent planning, organizational, time management, communication and analytical skills; ability to manage financial, organizational and staff resources and make sound business decisions; innovative and creative problem-solver.
- Committed to advancing the values of WeCanStopSTDsLA.
- Demonstrated effectiveness working within a team environment that shares leadership and supports group cohesion and effectiveness.
- Able to take initiative and work independently and with minimum supervision.
- Experience working in underserved and communities at elevated risk for social inequalities, and engaging effectively with diverse communities and stakeholders.
- Able to work remotely/virtually as well as on evenings and/or weekends as necessary to accommodate the schedules of young people.
- Graduate degree in relevant field preferred: public health, social work, public administration, urban planning, or another related field.

### Other Knowledge, Skills, Abilities

- A commitment to CHC’s values, mission, and vision – evidenced, in part, by exhibiting a high level of personal and professional integrity, humility and humanity. Strong commitment to advancing social justice and equity.
- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or by telephone.
- Ability to work with staff and community members from diverse racial, sexual orientation, gender identities and cultural and socioeconomic backgrounds.
- Ability to manage multiple competing priorities while adhering to deadlines.
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making.
- Knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required.
- Knowledge in Asana and Salesforce is a plus.

### Physical and Emotional Demands

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
<b>Sit</b>	<b>V</b>	<b>Use keyboard</b>	<b>V</b>	<b>Stoop, kneel, crouch or crawl</b>	<b>R</b>	<b>Hear</b>	<b>V</b>
<b>Stand</b>	<b>V</b>	<b>Use hands to feel</b>	<b>V</b>	<b>Climb or balance</b>	<b>R</b>	<b>Talk</b>	<b>V</b>
<b>Walk</b>	<b>O</b>	<b>Reach with hands/arms</b>	<b>V</b>				

This job requires that the employee must rarely lift or move up to 10 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties listed. The inability to cope with a stressful work environment does not constitute a protected disability.

*Community Health Councils is a non-profit, community-based health advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.*

**TO APPLY:** Please email a Cover Letter and Resume as separate attachments to [humanresources@chc-inc.org](mailto:humanresources@chc-inc.org) and include the exact title of the position you are applying for in the subject line of your email. Applications without a cover letter will not be considered.