



JOB DESCRIPTION

PUBLIC HEALTH PROJECT MANAGER

November 2022

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Overview:

This is an advanced-level public health position, managing projects and initiatives that contribute to advancing Healthy Start's mission. As part of the Healthy Start multidisciplinary team, the Public Health Project Manager (PM) has a passion for maternal and child health and advances family systems and life course approaches to support improved birth outcomes, and family and community health and well-being. The PM has a focus on health equity, using evidence-based practice, supporting Healthy Start's unique contributions to the field of maternal and child health, eradicating disparities faced by members of the Black community, and will work with internal and external stakeholders to serve the Healthy Start participant population and the community at large.

The project manager will work on a variety of projects—with local, regional and national partners—that explore the intersections of health equity, maternal and child health and chronic disease. This includes, but is not limited to:

- Community needs assessment, asset mapping
- Establish/interpret best practice for translation of scientific data for community use
- Provide information/resources to families who are or may be impacted
- Data and project reporting
- Presenting and conferences and forums
- Supporting HS in developing presentations and initiatives that advance the organization's mission and thought leadership

Qualifications of Position:

- Advanced training in the field of public health.
- Working knowledge of research methods, data analysis, evaluation, community participatory activities, translational science and advanced writing skills.
- Working knowledge of local and national organizations focused on Black women's health, healthy equity, birth equity and reproductive justice; lived experience is a plus.
- Demonstrated success managing public health initiatives.
- Attention to detail and accuracy.
- Ability to engage and maintain positive relationships with Healthy Start partners and stakeholders at all levels; professional demeanor.
- Ability to manage complex priorities and meet strict deadlines.
- Strong oral, written and technical communication skills.
- Knowledge of prevention strategies, needs and risk assessment and family systems.
- Understanding of community and service delivery systems.
- Sound analytical and problem solving skills.
- Demonstrated good decision making in dealing with safety issues.
- Ability to follow instructions and take direction from management and comply with the boundaries of the establish policy and procedures.
- Ability to plan and facilitate group sessions.

- Ability to motivate and guide participants to keep appointments, obtain goals and take advantage of services.
- Ability to work with multi-cultural participants/agencies.
- Ability to work with computer software applications, i.e., word processing, data base and spreadsheets.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis.
- Must possess a valid unrestricted Pennsylvania Driver's License.
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
- Personal transportation with employee listed as an insured driver on the vehicle used for work.

Other:

- COVID vaccination
- Act 33/34 clearances are required
- Must possess a valid unrestricted Pennsylvania Driver's License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver

Supervisory Relationship:

This position works under the direction of the Chief Executive Officer and Director of Strategic Initiatives.

Compensation:

The starting salary for this position is \$55,000-\$65,000 annually. This is an exempt position.