

POSITION DESCRIPTION

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| Organizational Role: | Program Officer |
| Department: | National Programs |
| Reporting Relationships: | Reports to Senior Program Officer |

Position Overview:

All Program Officer activities contribute to CHF's mission of closing inequity gaps in health and wellbeing for marginalized communities across the US.

The Program Officer provides overall support to selected primary care programs in the CHF National Network, including but not limited to grants management, external communications, and program planning. This position requires the ability to manage grants with complex sets of deliverables and the ability to communicate effectively with a broad range of professionals from different disciplines, including senior program management and National Network leadership. The Program Officer must work well as part of a diverse team of professionals and possess the independent judgment required to plan, prioritize, and organize a diversified workload.

Principal Accountabilities:

- Function as the site liaison for all program related proposals, reports, site visits, etc, for a selected group of CHF partner programs in the National Network
- Work with Development and Communications Department to facilitate reporting, story-telling and external communications
- Maintain regular communication with National Network program leadership
- Oversee selected large and small grant deliverables and projects.
- Work with Development, National Programs leadership and National Network sites on grant planning and program development for new proposals
- Manage an internal website for all National Network programs
- Assist with report and proposal writing
- Act as the point person for mobile unit builds, transfers and loans including drafting all legal documentation and coordinating logistics of transfers (driver travel, pick up and drop off logistics, etc)
- Assist with CHF's Annual Programmatic Conference planning and implementation – travel, logistics, content and packets
- Strategize across multiple departments (including with Healthy and Ready to Learn, Evaluation, Communications and Policy) around design and execution of program initiatives
- Participate in department and organization wide strategic planning activities
- Support departmental projects as needed

Position Requirements:

- A master's degree in public health or similar field or a bachelor's degree in public health and 2 years of experience
- Demonstrated dedication to social justice and commitment to health equity
- Excellent organizational and communications skills, both verbal and written
- Successful relationship management experience
- Strong computer (Word, Excel, PowerPoint, Internet) and administrative skills
- Motivated to uphold CHF's core values: missions driven, inclusive, collaborative, transparent, innovative

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse work environment.

Salary commensurate with experience. The Children's Health Fund offers an excellent compensation/benefits package.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc