Blue Zones Program Manager

Job description

How To Apply

Submit a COVER LETTER & RESUME, both are required as a part of the application.

Mission, Vision and Values

CHOICE Regional Health Network is a nonprofit organization founded in 1995 with the mission to improve community health through collective planning and action of leaders of health. Our vision is to achieve better health for everyone at less cost. CHOICE is the parent company to the LLC Cascade Pacific Action Alliance (CPAA) a Washington State Accountable Community of Health serving Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum counties. CPAA's purpose is to improve community health.

As an organization, we operate under a set of core values that include teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. These values guide our work with each other and with the communities in our region. We are committed to equity and social justice and advancing practices, strategies and policies that promote fairness, justice, and opportunity for all - in our workplace and our communities. The selected candidate will integrate CHOICE's dedication to equity and social justice principles into the daily functions of this position.

Job Summary

Blue Zones is a transformational endeavor informed and inspired by the world's longest-lived cultures. The term "Blue Zones" refers to geographic areas in which environmental influences including diet and lifestyle play a significant role in the lifespan of individuals. CHOICE in partnership with Blue Zones LLC will be activating Blue Zones in Grays Harbor, Lewis, and Mason Counties. The Blue Zones Manager will be the community provided staff person charged with overseeing and managing the local implementation of the Blue Zones program. This person will serve as the key liaison between CHOICE Regional Health Network, Blue Zones LLC, critical city leadership, and other key community members during the implementation and operating period for Blue Zones Activate. The successful candidate will have a deep understanding of the community, community leadership structure and how to "make things happen" in the community. This individual must be well respected in the community and viewed as a diplomat and connector. The ability to manage complex relationships and strong organizational skills will also be required. Experience in community organizing and policy work is a plus.

Major Duties

Administration

- Lead community Program Manager for Blue Zones Activate
- Primary liaison to the Blue Zones LLC staff related to the implementation of Blue Zones Activate
- Advisor to the Blue Zones LLC staff related to community dynamics and history

- Organize and manage the Blue Zones Activate Executive Committee and other committees as needed
- Creation of the Blue Zones Activate Action Plan and annual update to the plan in conjunction with the Blue Zones LLC staff

Partner and Stakeholder Engagement

- Execution of the community responsibilities as delineated in the Blue Zones Activate Planning Guides (Built Environment, Food Systems, Community Awareness, Grant Writing and Fund Raising)
- Primary source of communication with key community leaders and sponsors related to the progress of the Blue Zones Activate initiative. Communicate and coordinate with key stakeholders and partners, including staff, management, advocacy groups, consumer groups, etc., to meet CHOICE program goals and objectives.
- Identify effective methods of stakeholder engagement and processes for optimal collaboration related to program(s) and service(s).
- Staff workgroups as necessary; manage the coordination of meetings, meeting preparation, and follow-up.
- Keep abreast of stakeholder activities and present recommendations, insight and analysis to CHOICE Leadership.
- Manage stakeholder engagement activities, including drafting regular updates, reports on events, activities and accomplishments for internal and external audiences.
- Attract new stakeholders and funding to support program growth and sustainability.
- Determine how various CHOICE programs and related services may interlink and overlap with Blue Zones. Strategize and develop cross functional initiatives to maximize ROI.

Compliance & Performance Monitoring

- Regularly monitor program contract/s to ensure organizational compliance and ensure contractual requirements and deliverables are met.
- Provide oversight related to implementation for the program, collaboration with data analyst(s), community and tribal liaison, in addition to external resources needed for specific program implementation.
- Assure systems and processes are in place to produce program performance reports for Board, funders, contractors and other stakeholders and partners.
- Monitor project progress by tracking planned activities, resolving problems, and recommending actions.

- Identify project challenges, analyze, evaluate, and overcome program risks, ensuring relevant standards, process and regulations are upheld.
- Perform program evaluation, analysis and reporting to meet requirements for organization and project performance.
- Contribute to the development and management of program budget, monitor budget monthly to ensure maximization of resources while managing expenses while being accountable for delivering against established business goals/objectives.
- Maintain program documentation such as budgets, work plans, reports etc.
- ·As applicable audit contract compliance of program subcontractors and provide ongoing performance monitoring. Identify potential areas of partner vulnerability, develop corrective action plan for resolution of issues and oversee implementation of corrective actions in timely manner.

Other

- Management: Potential to manage others
- Computer Skills: Proficient in operating MS Office suite with proven ability to learn new applications.
- Ethics and Integrity: Earn the trust, respect, and confidence of co-workers, stakeholders and partners demonstrating value of relationships through honesty, forthrightness, and professionalism in all interactions.
- Teamwork: Understand perspectives and abilities of team members where individual goals may differ. Work effectively with program staff, stakeholders, partners, and other affected parties.
- Project & Time Management: Plan and manage time effectively. Identify priorities and make effective decisions and take appropriate action.
- Oral and Written Communication: Effectively convey ideas clearly both orally and in writing. Use tact and diplomacy in handling correspondence and/or in direct contacts.
- Other Requirements: Must have a valid Washington State driver’s license, reliable transportation, and proof of insurance.

This is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Other duties may be assigned.

Qualifications - Education & Experience

- Member of Grays Harbor, Lewis, or Mason Counties highly preferred
- Bachelor’s Degree required; Master’s preferred.
- 5 plus years project & program management experienced required as well as strong administrative skills.
- Experience working in the health care and nonprofit sectors preferred.

Job Type: Full-time

Pay: $63,000.00 - $82,000.00 per year

COVID-19 considerations:
Proof of vaccination is required