

WISCAP - JOB OPPORTUNITY

Wisconsin's Poverty Fighting Network

OVERVIEW

Title: Program Manager - Health Programs
Date: November 2021
Responsible to: Executive Director
Classification: Regular Full Time Exempt



ABOUT WISCAP

WISCAP is a member association serving the statewide network of sixteen Community Action Agencies (CAA) and two special purpose agencies, Foundation for Rural Housing and UMOS.

WISCAP serves as a policy review and advocacy forum, a public information network, a training facilitator, an information clearinghouse, and an administrative agency. WISCAP was formed to strengthen and serve community action in Wisconsin and to advocate for low-income households from a statewide perspective.

"WISCAP and its members are committed to creating economic opportunity and supporting community-based solutions to poverty in Wisconsin."

ABOUT THE JOB

The Program Manager-Health Programs position is responsible for the day-to-day management and operations of programs funded by grants and other funding sources that are for health-related activities and is tasked to execute the efficient and successful operation of this programming.

Initially, the primary responsibility of this position will be to execute a Vaccine Community Outreach grant. This position will help support WISCAP member Community Action Agencies in completing vaccine outreach activities and events to promote acceptance of COVID-19 vaccination to marginalized and underserved communities. The Program Manager will also be involved with coalition building with community partners such as local public health, health systems and other community organizations. This position may also manage and coordinate other programs related to the association's work relating to social determinants of health programming in many aspects of health.

APPLY NOW:

Send a cover letter and resumé to wiscap@wiscap.org. Please put Program Manager - Health Programs in the subject line. Deadline is January 19, 2022 by Close of Business.



Job Title: Program Manager-Health Programs

Deadline: January 19, 2022 by Close of

Email: Business wiscap@wiscap.org

Major Duties and Responsibilities:

The below list is intended to be key examples of the duties and responsibilities of this position. It is not to be taken as defining all possible duties.

- Provide support to Community Action Agencies by providing informational materials, training, resource and referral information, monitoring agency progress
- Participate in the development of social media campaigns/messages including but not limited to addressing hesitancy to reach black, indigenous, people of color (BIPOC), rural, and other communities
- Communicate vital information in culturally appropriate ways
- Coordinate the dissemination of information and materials across the program and agencies
- Communication and promotion of the program and program goals to partners
- Prepare and assist with the preparation of any data collection or reporting requirements.
- Participate in coalition building with community partners such as local public health, health systems, community organizations etc.

Knowledge, Skills and Abilities Required:

- Bachelor's degree from an accredited college or university. A degree in Public Health, Social Work or Nursing is a plus. Associate degree and work experience may be an acceptable substitute
- Knowledge of federal, state and local health programs and resources.
- Experience operating or working in a similar health-related program with partners from government, non-profit and business sectors.
- Experience in public health practices and/or trauma-informed care a plus.
- Ability to work effectively with persons at all levels of WISCAP and its environment (co-workers, member agency executives and staff, community health workers, vendors, collaborative partners, etc.)
- Strong interpersonal skills and ability to work effectively and professionally as a part of the team.
- Ability to initiate and complete projects, prioritize work, organize activities, obtain the assistance of others, coordinate multiple activities, and adhere to work schedules and timetables.
- Proficient computer skills and competence with computer software including MS Office Word, Excel, Power Point, etc.
- Excellent communication skills, both written and verbal, are essential. Must be able to communicate in culturally appropriate ways. Ability to speak Spanish is a plus.
- Understanding of target populations, barriers faced and ways to advance racial/economic/geographic equity



- Understanding of budgets and the need to stay within them.
- Own a reliable, insured vehicle and possess a valid Wisconsin driver's license
- An understanding of poverty and the needs of low-income people together with an understanding and appreciation for the opportunities provided by Community Action to help people leave poverty.