Job Description: Program Manager, VRHA

**Primary Function:** Coordinate activities on behalf of the Virginia Rural Health Association (VRHA) related to addressing health inequities in the areas of nutrition, physical activity, and maternal/infant health.

**Roles:** Reporting to the Virginia Rural Health Association (VRHA) Executive Director, the Program Manager will assist VRHA and the Dan River Health Collaborative with implementation of a federal grant.

**Responsibilities:** Job scope of Program Manager to include, but not limited to -

- **Project management** – management of projects at the grassroots level. Assure the activities are carried out in an efficient manner.
- **Communications** – maintain lines of communication among consultants, program participants, project Steering Committee, and Dan River Health Collaborative members. Maintain contact lists, schedule and host leadership meetings, promote VRHA activities, identify opportunities for collaboration. Create and implement a communications plan to support the project strategies.
- **Evaluation and dissemination** – work with the project Evaluation Team to create an Evaluation and Performance Measurement Plan. Communicate the results of the evaluation process to key informants.

**Job Duties:** specific tasks to include, but not limited to:

- Coordination of the Danville REACH activities funded by a CDC grant
- Supervision of work to be completed by consultants
- On-going communication with the Steering Committee, Dan River Health Collaborative members, CDC staff, and community leaders
- Dissemination of resources developed by the project to the community, program participants, and Virginia State Office of Rural Health
- Working with the Evaluation Team to track, collect, aggregate, and report quantitative and qualitative data from the project
- Reporting to and meeting with the federal grant staff and technical assistance consultants assigned to oversight for the project
- Complete all project reports requested by the federal grant officers
- Travel to and attendance at CDC hosted grantee meetings in Atlanta
- Participate in additional Virginia Rural Health Association activities as requested by senior staff
Minimum Qualifications:

• Ability to be an ally for the people of Danville experiencing health inequities
• Lived experience in addressing health equity for the region
• High level of proficiency in Microsoft Word and Excel
• Valid Virginia driver’s license, and willingness to travel both statewide and nationally
  o Rental car provided as needed, all travel expenses paid by VRHA
• Strong interpersonal and communications skills (written and verbal)
• Ability to:
  o work effectively with a wide range of constituencies in a diverse community
  o grasp new skills and concepts quickly
  o plan and perform complex tasks and prioritize multiple projects
• Ability to maintain confidentiality and communicate with discretion
• Excellent organizational skills
• Willingness to work flexible hours as needed for specific projects and events
  o Specifically note that many community events are held on evenings and weekends
• Self-motivation and ability to work with minimal supervision

Preferences:

• Bachelor’s degree in related field and/or relevant work experience
• Has experience implementing community-level projects

Other:

• This position is classified as an exempt position because it requires that the employee exercise independent judgment and discretion regarding matters of significance.
• The work for this position will occur in Danville, Virginia. The employee will work out of their own home in Danville or a neighboring locality.
• The Virginia Rural Health Association is an equal opportunity/affirmative action employer. Women, BIPOC, and LGBTQIA+ individuals are strongly encouraged to apply.

To Apply:

• Send resume and cover letter to staff@vrha.org