

Program Manager - Canyon Ranch Institute Life Enhancement Program

JOB SUMMARY

The Program Manager for the Canyon Ranch Institute Life Enhancement Program (CRI LEP) will report to the Canyon Ranch Institute (CRI) Partnerships and Policies Director. He or she will work with the CRI Partnerships and Policies Director and a strategic team of CRI staff, consultants, and our partners to connect best practice, culturally competent, non-profit public health and wellness programs with the unique mission and objectives of CRI, a 501(c)3 non-profit organization. The CRI LEP Program Manager will also coordinate with groups and individuals outside of CRI, including potential partners, donors, consultants, and evaluators. The CRI LEP Program Manager will maintain consistent relationship with Canyon Ranch LEP leadership and staff to track the evolution of the program, and facilitate appropriate corresponding evolution to existing and future CRI LEPs. (Mission and Objectives at:

<http://www.canyonranchinstitute.org/contents.aspx?cat=about-mission>)

Through this inclusive, team-oriented process, the CRI LEP Program Manager will lead implementation, management, and evaluation for the CRI LEP and its partnerships aimed at measurably improving the health and well-being of underserved communities in the United States and worldwide.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads development and ongoing maintenance of the CRI LEP criteria, CRI LEP Program Guide, and all CRI LEP curricula.
- Leads implementation, management, and evaluation of all CRI LEP partnerships and programs.
- Assists in developing new CRI LEP partnerships. This includes but is not limited to reviewing CRI LEP partnership and program proposals, assisting with financial development (i.e. fundraising for developing or expanding CRI LEPs) and conducting appropriate promotion and marketing.
- Works closely with CRI LEP partners to ensure culturally competent, integrated, and successful execution of agreed-upon projects. This includes but is not limited to traveling to the CRI LEP sites to start a CRI LEP, assessing progress, providing feedback and guidance, leading LEP discussions and lectures at CRI LEP sites and at conferences and other events, and identifying community and / or national resources for CRI LEP partners to fulfill their mission of providing a CRI LEP for their community.
- Serves as primary professional contact for CRI LEP partners.
- Prepares and manages CRI LEP partnership and program budgets.
- Develops and maintains computer and other database and record-keeping programs to measure and evaluate partnerships and CRI LEP overall to comply with applicable laws, ensure that necessary information is available from partners in a timely fashion, and that evaluations are completed and disseminated on schedule in a manner that is useful to all stakeholders .
- Works with CRI communications team to ensure that partnership and program information is appropriately developed and disseminated.

- Develops and maintains relationships with external stakeholders, thought leaders, and peer organizations and individuals in order to enhance CRI's achievement of its objectives.
- Coordinates training of partners who are selected to experience the Canyon Ranch LEP (upon which the CRI LEP is modeled).
- Maintains ongoing open information exchange with CRI LEP partners to determine both efficacy and possible areas of growth for CRI LEP.

REQUIREMENTS

- **Education**

Master's degree in public health, social work, business, public administration, or related degree is required. (Proof of degree is required.)

- **Certification / License**

- **Experience**

At least five years of experience working in a professional capacity in a public health and/or non-profit health and wellness program with responsibility for program management, implementation, evaluation, budgeting, and communications. Prior non-profit experience is a significant plus.

- **Knowledge, Skills, and Abilities**

- Proven success in planning, implementing, and evaluating public health partnerships and programs.
- Experience managing annual program budgets in excess of \$500,000.
- Knowledge of chronic disease prevention policy, particularly with respect to obesity, diabetes, cardiovascular disease, cancer, and asthma.
- Knowledge of health disparities policy work, and efforts to improve health literacy and disseminate best practices.
- Analytical ability and strategic, tactical thinking.
- Ability to prioritize and process multiple complex projects and deadlines with attention to detail and organization.
- Ability to creatively approach challenges and projects.
- Strong interpersonal skills and ability to work effectively in team environments.
- Excellent oral, written, and presentation skills.
- Highly self-motivated, organized, and capable of working efficiently without daily management or supervision.
- A commitment to improving the health and well-being of all people worldwide, particularly underserved communities and populations.

WORKING CONDITIONS

Requirements/ Activities	Sometimes 0-29%	Frequently 30-50%	Constantly >60%	Not Applicable
Bending/Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Collating/Filing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Dialing	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Digging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Lifting/Carrying 25lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Lifting/Carrying 50lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Lifting/Carrying 75lbs.or>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reading	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Sustained Mental Application	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sustained Visual Application	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Threading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Using a Keyboard	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Vision	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Writing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

INSTRUCTIONS FOR APPLYING

Please send résumé via email to: CRI@canyonranchinstitute.org

Deadline for applications is August 14, 2009.