

Program Manager

JOB SUMMARY

The Program Manager will report to the Executive Director of Canyon Ranch Institute (CRI). He or she will work with the Executive Director and a strategic team of CRI consultants, staff, and our partners to connect best practice, culturally competent, non-profit public health and wellness programs with the unique mission and objectives of CRI. (Mission and Objectives at: <http://www.canyonranchinstitute.org/contents.aspx?cat=about-mission>)

Through this inclusive, team-oriented process, the Program Manager will assist in implementing, managing, and evaluating CRI partnerships and programs aimed at measurably improving the health and well-being of underserved communities in the United States and worldwide.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in implementing, managing, and evaluating programs and partnerships for CRI.
- Reviews partnership and program proposals and conducts appropriate reviews to determine suitability for CRI implementation.
- Works closely with partners to ensure culturally competent, integrated, and successful execution of agreed-upon projects.
- Prepares and manages partnership and program budgets.
- Develops and maintains computer and other database and record-keeping programs to measure and evaluate partnerships and CRI 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 .
- Serves as professional contact for CRI Advisory Council.
- Works with CRI communications team to ensure that partnership and program information is appropriately 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.

REQUIREMENTS

- **Education**
Masters degree in Public Health required. (Proof of degree is required.)
- **Certification / License**
- **Experience**
At least two years of experience working in a professional capacity in a public health and/or non-profit health 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.

- 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.

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"/>	<input type="checkbox"/>
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collating/Filing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dialing	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Digging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Lifting/Carrying 25lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 50lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 75lbs.or>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
Using a Keyboard	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 12:00 p.m. on February 28, 2008.

DISCLAIMER: The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to this job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.