



Job Title:	Project Manager
Department:	Executive Office
Supervisor:	Chief Operating Officer
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	None
Location:	Remote
Travel:	15%
Hiring Salary Range	\$100, 000 to \$120,000

Effective Date: February 2023

Interested applicants should submit their resume and cover letter to resume@hri-online.com to be considered.

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

Position Summary:

This position will provide project and program management for PHAB grants and cooperative agreements. Under the supervision of the Chief Operating Officer and with guidance from the Director of Public Health Systems and Services, the Project Manager will provide high-level support to PHAB in planning and implementation of project activities for PHAB's Public Health Infrastructure Program (PHIP) grant and other programs.

The Project Manager will staff the PHIP Steering Committee, work with Finance and Business Operations staff on the management of PHIP contracts, plan for, contribute to and track the development of deliverables and provision of technical assistance to health departments and ensure coordination among various aspects of PHIP programming for PHAB.

Position Responsibilities:

- Responsible for creating the project plan, clarifying the project scope, budget, schedule, facilitating, and monitoring activities related to PHIP and other programs. In addition,



responsible for outlining the project management processes (project organization, communication management, risk management/mitigation, etc.).

- Develop and implement workplans for cross-functional projects and grants.
- Establish and maintain project plans, reports progress as required, generates risk assessments, escalates issues and facilitates project review discussions.
- Navigates project changes; identifies and removes barriers, and coordinates with cross-functional project team members.
- Liaise with other programs and units across the organization.
- Manage workflows, processes, and documentation to ensure accountability and knowledge transfer.
- Manage contracts with partners and vendors, including deliverables and invoicing/payment tracking.
- Monitor workplans and development of products, processes, and services.
- Grant coordination, writing and reporting.
- Contribute to the development of project deliverables and overall success of PHIP and other programs through active participation in support of project activities.
- Develop agendas for, lead and facilitate internal and external groups and committees.
- Tracking and responding to internal and external inquiries
- Contribute to organizational strategic plan and other priorities.
- Use inclusion, diversity, equity, and anti-racism lens in implementation of all work.
- Performs other duties as assigned.

Knowledge and Skills required:

This section describes the knowledge, skills and expertise that we consider most important to success in this position. We recognize that not everyone will be an exact fit for this list, and we know you offer strengths and talents beyond what we've listed. If you have a vision and excitement for this role and our mission, and/or if you've been directly impacted by the public health, systemic and social issues that we address, we encourage your application.

- Bachelor's degree; preference given to individuals with 1-2 years' professional experience;
- Interest in the field of public health, business operations or communications, particularly topics relating to accreditation, performance improvement, infrastructure, innovations, research, and operations;
- Excellent customer relationship skills;
- Excellent interpersonal, communication, and organization skills;
- Commitment to approaching work through a diversity, inclusion, equity, and anti-racism lens (IDEA);
- Strong verbal and written communication skills;
- Demonstrates leadership, problem-solving ability, flexibility, and teamwork;
- Exceptional organizational and management skills, and high attention to detail;



- Comfort with facilitating planning and strategic thinking processes, including collaborative decision-making processes;
- Strong project management, analytical, organizational, and critical thinking skills;
- Must be deadline-focused and detail-oriented;
- Demonstrates strong ability to collaboratively lead without line authority, interact and work effectively with other departments as well as external organizations;
- Demonstrated experience in leading decision-making within a cross-functional, cross-cultural, team structure;
- Computer skills and proficiency with Microsoft 365;
- Self-motivated with a strong work ethic and ability to work independently and collaboratively;
- Proven writing and editing skills;
- Excellent ability to multitask and prioritize tasks effectively within tight timelines;
- Skilled in the use of technology, including learning new platforms and helping others to successfully use them;
- Demonstrated experience working collaboratively with peers in a team-oriented environment;
- Ability to work independently and meet deadlines while seeking guidance when needed; and
- Ability to travel.

HYBRID EMPLOYER ENVIRONMENT: The Public Health Accreditation Board’s staff currently work in a hybrid office environment. At the time of hiring, staff members are asked to elect if they will primarily work from an office in their home or in the headquarters office (currently in Alexandria, VA.) If they elect to work from a home office, they must agree to maintain a professional working environment with a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased quarterly, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION REQUIREMENTS: All staff and volunteers of the Public Health Accreditation Board are required to provide proof that they are fully vaccinated against COVID-19. Additional vaccination requirements may be put in place in the future as warranted by the current COVID-19 pandemic or emergent public health threats in the future.

EEO STATEMENT: PHAB is committed to equal employment opportunity. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (e.g. cancer or a record or history of cancer), marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.