Program Manager

CPC Community Health (www.cpccommunityhealth.org)

We are looking for a Program Manager to join our team! This position manages the successful Community Heart Health Actions for Latinos At Risk (CHARLAR) program. CHARLAR is a health program focused on the prevention and management of cardiovascular disease and diabetes risk among Latinos in Metro Denver and Northwest Colorado. This community-based program is implemented through collaborative partnerships across multiple agencies and led by community health workers. CHARLAR is evidence-based, tailored to meet the needs of Latino communities, and has demonstrated positive results throughout Metro Denver since 2009.

In this position you will:

- Provide leadership and support to CHARLAR’s partners, Community Health Workers (CHW) and Community Advisory Committee (CAC).
- Supervise and work with the project coordinator to implement screening and enrollment events, CHW-led classes focused on chronic disease prevention, data collection activities and graduation events.
- Supervise and work with the CAC facilitator to recruit CAC members, facilitate dialogue among members and develop content for CAC quarterly meetings and strategic planning sessions.
- Oversee professional development and training of the CHWs.
- Prepare and monitor program timelines, deliverables and budgets.
- Negotiate scopes of work and budgets with funders and CHARLAR subcontractors.
- Coordinate data collection and reporting efforts.
- Collaborate with partner organizations and the CAC to disseminate program findings and updates.
- Explore new opportunities and strategic partnerships.
- Contribute to presentation and publication efforts that arise from program data.
- Assist Development team with grant applications.
- Be responsible for additional duties as assigned.

Here’s what you will need to bring to the table:

- Master’s degree in public health or other health-related field. Alternatively, a Bachelor’s degree with 3 years of experience managing public health programs.
- Bilingual/fluent in English and Spanish (speaking, reading, and writing) proficiency.
- Experience collaborating with community organizations.
- Proficiency with MS Office Suite including PowerPoint, Word and Excel.
- Knowledge of SAS.
- Excellent interpersonal communication skills, writing skills, and organizational skills.
- Great attention to detail and good problem solving skills.
- Ability to work effectively both in the team environment and independently.

Please include a short cover letter with answers to the following questions:

1) Why would you be a good candidate for this position?
2) Describe your proficiency in the following:
   a. Public health
   b. Working with Latino communities
c. Spanish language
d. Working with data

About CPC:

CPC is a non-profit community health and clinical research organization affiliated with the University of Colorado Denver School of Medicine, Denver Health, and National Jewish Medical and Research Center. The mission of CPC Community Health is to improve the health of all Coloradans by creating innovative community health programs that deliver evidence-based interventions. For more information about CPC Community Health, visit www.cpccommunityhealth.org.

CPC Clinical Research’s mission is to unite academic leadership with operational expertise to optimize the quality of clinical research and improve health. www.cpcmed.org

CPC offers a comprehensive benefits package (medical, dental, vision, life, short-term disability, long-term disability, etc.)

Visit our website to learn more about us and values we embrace: www.cpccommunityhealth.org.