



Job Description – Program Manager

Overview

AWFH is a peer-led, community-based network dedicated to advancing Asian women's health and wellness through education, advocacy, and support. We envision a world where Asian women are well-informed, have access to care that is culturally appropriate and high quality, and inspired to live happy, healthy lives.

About this position:

The Program Manager is responsible for the implementation of all programs run under the auspices of AWFH. By ensuring that AWFH provides high quality information, programs and training, the Program Manager will make sure that issues related to Asian women's health and wellness will be AWFH's number one priority. The ideal candidate is someone who enjoys the challenge of developing strategies and systems, both independently and collaboratively with a team. This 40 hour per week position reports to the Operations Director.

Responsibilities

- Develop annual workplans for each program, including strategies and timelines for implementation.
- Monitor overall program progress in relationship to workplans and goals.
- Ensure smooth and transparent internal communications regarding all aspects of AWFH's programming.
- Facilitate regular Program Team meetings and brainstorm sessions.
- Supervise and evaluate program staff.
- Serve as the organizational liaison to program participants, partners and colleagues.
- Identify community training needs and develop programming on topics related to AWFH's mission and goals.
- Maintain regular and positive interactions with AWFH's partners and colleagues, ensuring the success of joint planning and programming ventures.
- Be aware of the need for schedule changes and make appropriate contingency plans.
- Prepare meeting and workshop materials, as necessary.
- Handle requests for program information and data, as necessary.
- Assist in volunteer recruitment and orientation to support AWFH's public programming.
- Communicate AWFH's programmatic aims and objectives to Board members, participants, colleagues, funders, and the public, including periodic reports on the state of AWFH's programming.
- Provide information to staff who maintain AWFH's social media networks, as requested.
- Determine program priorities and forecast resource needs.
- Work with the Executive Director and the Operations Director to prepare an annual program budget.
- Operate AWFH's programs within the budget
- Prioritize and maintain all aspects of confidentiality required to perform AWFH's work.

Qualifications

- Commitment to AWFH's mission.
- Exceptional attention to detail, along with interpersonal communication, writing, and editing skills.
- Three years of experience in nonprofit programming.
- Knowledge of health disparities, research and services, especially those pertinent to Asian women.
- Desire to work as part of a team in a culturally diverse organization, including building relationships across lines based on race, class, gender, sexual orientation, age, and ability.
- Demonstrated understanding of, and ability to communicate about, complex or controversial issues, with accountability and deference to those most impacted by those issues.
- Ability to deliver quality programming on tight deadlines.
- Occasional travel and willingness to work some nights and/or weekends.

Compensation: The annual salary will be \$52,000 - \$55,000.

To Apply: Send a resume and cover letter to Chien-Chi Huang, cch@asianwomenforhealth.org, with the subject line "Program Manager." In your cover letter *please specifically address* why you are interested in this position, what you find compelling about our work, and why your skills are a match. No phone calls please. Position open until filled.

AWFH is an Equal Opportunity Employer. Women, people of color, indigenous people, immigrants, LGBTQ and gender nonconforming individuals are strongly encouraged to apply.