Position:	**Program Manager**
Status:	Full-time. Exempt.
Salary Range:	$57,500 to $74,925
Responsible to:	Vice President of Program and Evaluation
Appointment by:	CEO

About Arizona Family Health Partnership:
Arizona Family Health Partnership (AFHP) is a private, not-for-profit organization dedicated to providing, promoting and protecting access to comprehensive quality reproductive healthcare services and education for all individuals, regardless of income. The values that guide our work include leadership, collaboration, equity, impact and person-centered care.

Position Summary: Operational responsibilities of this position include program development and evaluation of family planning services**;** statewide family planning needs assessment**;** management of Title X and other grants; program and fiscal monitoring of subcontractors; technical assistance to provider network; community collaboration; and preparation of reports. Up to 25% travel required. Specific responsibilities within the general scope of the position will be assigned by the Vice President of Program and Evaluation. Position reports to the Vice President of Program and Evaluation.

Duties and Responsibilities include:

- Investigates and compiles data and prepares reports for purposes of needs assessment, planning, evaluation and program development of family planning services in Arizona.
- Conducts fiscal and program monitoring of subcontractors to ensure compliance with contract and established program standards under the Title X Statute and Regulations.
- Works collaboratively with subcontractors to develop outcome measures and implement quality and performance improvement initiatives.
- Provides technical assistance to subcontractors including the Centralized Data System and Program Information Management System.
- Gathers statistical and program information from subcontractors.
- Prepares reports and grant applications, and issues requests for proposals as needed.
- Completes program and fiscal reports to funding sources.
- Collaborates with other organizations to promote coordinated planning and utilization of resources.
- Other duties as assigned.

Education/Experience:

- Bachelor's degree with emphasis in Public Health, Nursing, Health Services Administration, Public Administration, or related field. Master's degree preferred. A combination of education and experience to meet the minimum requirements will be considered.
- Three to five years progressive program management experience.

Knowledge/Skills/Abilities:

- Good understanding of funding mechanisms and general requirements of federal and state programs.
- Programmatic understanding of public sector health care delivery.
- Strong written and oral communication skills.
- Ability to gather and analyze program information and data.
- Ability to analyze budgets and program costs.
- Ability to work independently and in collaborative relationships.
- Facility in Microsoft Office Suite: Outlook, Excel, PowerPoint, SharePoint, Teams.
- Bilingual (English/Spanish) proficiency preferred.

Other Requirements:

- Ability to travel to work sites throughout the state of Arizona as required.
- Must be able to maintain a good attendance record.
- Knowledge of the state of Arizona's healthcare system preferred.
- Must have a valid Arizona state driver's license, current automobile liability insurance that meets AFHP's requirement and a MVD report clean of DUI and aggressive driving citations.
- In-state travel – must have own reliable transportation.
- Required to work a flex schedule including occasional evenings and weekends.
- Other – From time to time, you may be directed to work on special projects or to assist with other work necessary or important to the operation of AFHP. AFHP reserves the right, at any time, with or without notice, to alter or change job duties, reassign or transfer job responsibilities, or to assign additional job responsibilities.

Physical requirements:

- Ability to sit or stand for long periods of time using a computer.
- Must be able to see well and read fine print.
- Continuous sitting, frequent lifting/carrying up to 20 lbs. of materials such as equipment, notebooks, books and paper.

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments. Further, there will be occasions when staff are asked to work outside of an 8:30am to 5:00pm workday.

All interested applicants can send their information to info@arizonafamilyhealth.org. AFHP is committed to ensuring equal employment opportunity and recruiting staff that are representative of the diverse communities we serve.

Acknowledgement:
I have read this job description and I certify that I can perform all essential job functions without a significant risk to the health or safety of myself or others that cannot be eliminated by reasonable accommodations.

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Employee Signature **Date**