

HEALTH EQUITY SOLUTIONS

**Health Equity Solutions
Program Manager - Training and Outreach
Hartford, CT**

Organizational Overview

The mission of Health Equity Solutions (HES) is to promote policies, programs, and practices that result in equitable access to health care, increased quality in the delivery of health care, and improved health outcomes for Connecticut residents. Our mission is motivated by the vision that every Connecticut resident will obtain optimal health regardless of race, ethnicity, or socio-economic status. Our work is fueled by the belief that increasing health equity requires leadership, advocacy, and collaboration to advance systems level policy change to transform the lives of those most affected by health disparities in Connecticut. This translates to work focused on policy change driven by the needs of the uninsured, persons of color, and economically disadvantaged individuals in the state. HES does its work with a three-pronged focus to educate, agitate, and advocate. HES is currently seeking a Program Manager of Training and Outreach.

Job Summary

The program manager is essential to the efficient and effective delivery of educational and training program efforts of HES. Under the supervision of the Director of Training and Outreach, this individual will have responsibility for coordinating the general programming efforts of HES. The successful candidate will have a proven record of program delivery and coordination, will be a skilled facilitator, and have a passion for and commitment to anti-racist teaching and racial equity.

Duties/Responsibilities

Core Responsibility: Curriculum development, planning, implementation, and coordination

- Assist in the planning and execution of our educational and training programs
- Assist in researching, designing, and implementing programs that support health equity and advocacy in an effort to inform HES programming
- Lead or co-lead HES educational and training programming
- Facilitate development of learning/training programs
- Research, investigate, and analyze available resources and websites to help enhance programs
- Network with other organizations to share information and to gain knowledge that would help improve HES efforts

Core Responsibility: Program planning and operational management

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- Work collaboratively with the Director of Training and Outreach to identify subject matter experts for HES efforts and programs
- Demonstrate awareness of and support for program goals and objectives
- Collect, analyze, and disseminate key evaluative and demographic data on educational programs to internal stakeholders

Core Responsibility: Communications

- Responsible for communication coordination, including but not limited to regular communication to stakeholders and posting of online content in various social media outlets; coordination of and promotion of HES efforts and programs to increase participation and engagement; and develop marketing materials targeting potential participants, speakers, and sponsors
- Develop programming and event specific materials
- Represent HES at external events to promote organization efforts and programs as requested
- Other duties as assigned

Job Specifications

Education: A degree in public policy, public health, or other social sciences preferred

Experience: Significant knowledge of educational program design, implementation, and delivery required; understanding of public policy and advocacy required; 2-3 years of relevant professional experience preferred; knowledge of and passion for health equity preferred

Skills: Program design and implementation; communications and marketing related to advocacy efforts; policy analysis/policy communications; effective skills as a group facilitator; problem solving; interpersonal, computer, verbal and written communication skills; time management; excellent organizational skills necessary; successful grant writing experience a plus

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- Other:** Must be proficient in Microsoft Word, Excel, PowerPoint; Internet Applications; Social Media platforms
- Characteristics:** Individual self-starter; work well as part of a team, works well in a fast-paced environment
- Supervisor:** Director of Training and Outreach
- Job Context:** Indoors, office, constant repetitive motions, constant sitting, occasional standing, stooping, no environmental or job hazards, occasional light lifting; occasional in-state travel
- To Apply:** Forward your cover letter and resume to jobs@hesct.org with the following subject line: **Materials for HES Program Manager for Training and Outreach Position**