Job Title: Sr. Program Manager  
Position Type: Full Time  
Division: HIV/STI Initiatives  
Classification: Exempt  
Reports To: Chief Program Officer  
Travel Required: Yes  

**Job Summary**

The Sr. Program Manager will be responsible for the management of the day-to-day activities, including the plans, schedules and coordination to ensure effective and efficient program planning, implementation and evaluation of the Health Resources and Services Administration (HRSA) *Improving Care and Treatment Coordination: Focusing on Black Women with HIV - Demonstration Sites* Project. This is a full-time salaried position under the direction of the Chief Program Officer. This position will promote the mission of IWES by working closely with program staff, implementation and evaluation partners to design, implement and evaluate a bundled intervention strategy, inclusive of two evidence-based interventions, as well as other program strategies and activities for cis and transgender black women living with HIV.

**Key Functions and Responsibilities**

- Support the Chief Program Officer in program planning, implementation, evaluation, capacity-building and sustainability efforts.
- Lead all day-to-day activities, including the plans, schedules, and coordination of program planning, implementation and evaluation activities.
- Work with a broad coalition of public health educators, academics, service providers, and community organizers for program implementation and evaluation.
- Lead efforts to assess current gaps in clinical care and support services among the population of clients being served.
- Provide trainings and technical assistance on evidence-based interventions and service delivery models, as well as other supplemental trainings with clinical providers and support staff, including: Collaborative Care Model, Trauma-Informed Care, Trans-Affirming Care, Intersection of HIV and Intimate Partner Violence (IPV) and Substance Use Disorders.
- Work with the internal research and evaluation team to develop forms and protocols used for research activities, including the packaging of materials for IRB review and approval.
- Work in partnership with the IWES internal Media and Communications division to develop and implement stigma reduction strategies and activities associated with cis and trans-Black women living with HIV.
- Maintain project related data and documentation for participant incentives.
- Work with communications and program staff to develop and disseminate promotional materials.
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- Support and participate in grant writing, publications and presentations.
- Collect and organize data for all applicable monthly, quarterly, and/or annual program reports.
- Assist the Chief Program Officer with establishing and overseeing the recruitment and enrollment activities throughout the various grant phases.
- Support various other project activities within the portfolio of HIV/STI Initiatives.
- Other duties as assigned.

**Knowledge and Skills Required**
• Master’s degree in Public Health or related field required.
• Minimum of four (4) years of experience is required; experience in program development, implementation, and evaluation; and community organizing and coalition building.
• At least two (2) years of experience providing trainings/workshops to clinicians and staff providers, preferably in the areas of HIV education and/or programmatic leadership. Experience with providing trainings via a virtual platform is a plus.
• Minimum of two (2) years of supervisory experience is required. Experience with supervising teams/workgroups is preferred.
• Knowledge, skills, and abilities relating to health disparities, mental health and HIV care and treatment strategies and interventions, and minority health are also required.
• Experience working with a wide variety of organizations such as public health agencies, health clinics, community organizations and coalitions.
• Ability to present information and ideas accurately, effectively, and concisely, with excellent written and verbal communication skills and experience in public speaking.
• Demonstrated experience working directly with persons (specifically women) living with HIV.
• Self-motivated; ability to work independently and as a team player, manage simultaneous tasks and deadlines, and take initiative on projects.
• Outstanding interpersonal and written communication skills, preferably including experience in cross-cultural exchanges.
• Excellent organizational and time management skills.
• Grant writing skills are strongly desired.
• Proficiency in current versions of Microsoft Office, Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
• Commitment to organizational mission.
• Willingness to work occasional night and weekend hours as requested; periodic travel may be necessary.

Salary commensurate with experience; excellent benefits package.

Email or mail cover letter, resume, and professional references no later than Friday, October 16, 2020 to:

Institute of Women & Ethnic Studies
Attn: HRSA Program Manager Position
2021 Lakeshore Drive, Suite 220
New Orleans, LA 70122
jobannouncement@iwesnola.org