



**Job Title:** Program Manager  
**FLSA Status:** Fulltime, Exempt  
**Reports to:** Director of Operations

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a Family Resource Center, CAA Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth, and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under general supervision of the Director of Operations, the Program Manager is responsible for leading teams to deliver program(s) that span across one or more program services.

**Primary Role and Responsibilities:**

- Provide leadership for program team by building and motivating team members to meet project/program goals, adhering to their responsibilities and program milestones
- Co-create programs and tactics with staff and community to build sustainable resource support services
- Advises and supports team in developing and maintaining relationships with community organizations and potential partners
- Contributes to the strategic planning process; leads program team in annual planning to meet program and organizational goals
- Monitor staff performance and complete performance reviews
- Provide status reports regarding program/project milestones, deliverables, risks, and issues, communicating across leadership
- Set and continually manage program and project expectations while delegating and managing deliverables with team members and community stakeholders
- Provide general assistance and advocacy related support to community stakeholders; develop and maintain linkages with community resources to remain current regarding information and services available to address community stakeholders needs

## Requirements/Qualifications

- Bachelor's Degree +five years proven experience managing a team
- Exceptional leadership, time management, facilitation, and organizational skills
- Exceptional negotiation and conflict resolution skills
- Ability to attend evening and weekend community events
- Ability to perform several tasks concurrently, including time management and organizational skills
- A multi-tasker and team player with the ability to wear many hats in a fast-paced environment
- Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
- Strong computer skills, familiarity with Microsoft Office365, Word, Excel, Outlook, PowerPoint, SharePoint & Google Docs
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range:  
\$60,000 - \$65,000

Please submit a cover letter, resume and writing samples to the following email address and include **Program Manager** position in the subject line: [careers@caahealth.org](mailto:careers@caahealth.org). All applications must be submitted electronically – none will be accepted in person. No phone calls please. More information about The Center for African American Health can be found on our website at [www.caahealth.org](http://www.caahealth.org)

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The Center for African American Health is an equal opportunity employer. We do not discriminate based on race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of our activities or operations.