



POSITION DESCRIPTION

PROGRAM MANAGER (Full-Time, Remote)

About the position

HealthBegins is looking for a **Program Manager** to join our team! This is a full-time remote, salaried position, reporting to a Senior Program Manager.

As **Program Manager**, you will join a fast-growing team that's inspiring and helping courageous leaders across the nation to make healthcare and society better by addressing the "upstream" social, economic, and structural conditions that make people sick, especially for community members harmed by systemic racism.

You will extend the reach and impact of HealthBegins' Mission and Vision. You'll join a work culture that provides great [benefits](#), values, and supports you as you balance work and family commitments, and promotes excellence through team collaboration, continuous learning, transparency, diversity, equity, and inclusion.

Who will love this job:

- **A standout colleague** – You have interpersonal savvy and love collaborating with diverse teams, whether internal or external. You relate well to all kinds of people and innately build strong relationships; you are committed to managing, working in, and supporting diversity, equity, inclusion, and belonging in the workplace.
- **A problem-solver** – You think holistically, and connect the dots to act practically in order to design workflows, solve inefficiencies, and streamline existing processes. You look beyond the obvious and don't stop at the first answers.
- **A go-getter** – You can anticipate needs and are action-oriented. A self-starter who is eager to tackle challenging tasks, uncovering answers while learning along the way. You can act based on the best information available, and are not shy in asking for the information you need.
- **A juggler** – You're flexible and comfortable with ambiguity, you manage multiple projects and changing timelines simultaneously and with ease. You learn on the fly when facing new challenges or unfamiliar tasks.
- **A meticulous thinker** – You have the ability to focus on all areas of a project or task, no matter how small. You are thorough in reviewing your work and as a result, your work is generally accurate and free of errors.
- **A communicator** – You are able to think, write, and speak clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

What you'll do:

Program Planning, Management, Oversight

- Lead and coordinate high-complexity projects by collaborating with cross-functional teams to develop and execute timely, budget-conscious plans.
- Use project management tools and software to develop comprehensive milestone calendars, thoroughly document activities, prioritize tasks, and track progress against deliverable schedules in order to propel project advancement.

- Manage the scheduling and planning of learning sessions, coaching calls, virtual stakeholder events, and client-facing meetings.
- Develop and implement quality assurance processes to ensure the consistency and excellence of project deliverables.
- Identify potential risks and issues that may affect program success and proactively mitigate them by developing risk mitigation strategies and contingency plans.

Key Documents and Deliverables Development

- Lead or support the development of program deliverables, including strategic plans, evaluations, implementation plans, reports, slide deck presentations, communication toolkits, and more.
- Coordinate both virtual and in-person meetings, oversee webinar logistics, and drive marketing campaigns to increase visibility among critical stakeholders, especially community-based organizations.
- Manage the creation, maintenance, and monitoring of various internal and external project documents, encompassing agendas, matrices, development schedules, registries, risk logs, and more.

Stakeholder Management

- Actively engage in or lead internal and external project meetings involving stakeholders, funders, clients, project partners, and HealthBegins' network of providers and health systems to stay apprised of landscape insights and learnings.
- Foster a culture of innovation by collaborating with stakeholders to gather feedback and insights, leveraging this information to refine project strategies and improve outcomes.
- Thoughtfully cultivate relationships with key stakeholders, federal and state agencies, decision-making bodies, coalitions, working groups, and other organizations to advance equity practices.
- Effectively synthesize and communicate findings and learnings from diverse settings for the benefit of internal and external stakeholders.

Budget and Resource Management

- With support from a Senior Manager and finance teams, allocate financial resources, oversee expenditures, and ensure that the program operates within budget constraints. This also involves optimizing the utilization of available resources to maximize program impact.
- Support the timely processing of deliverable-based and recurring invoices by tracking project fulfillment and working with the finance team to submit and clear contractual payments.
- Work to identify best program practices while concurrently championing opportunities for process improvement that can improve resource utilization and update standard operating procedures.

You should have

- Bachelor's or Master's preferred in Public Health, Public Administration, Public Policy, or in a similar field with **at least 2 years of program manager experience**. Or with commensurate equivalent experience.
- Experience working with healthcare systems, health plans, Medicaid policies, or community nonprofits.

Technical attributes include

- Expert proficiency in Microsoft Office and Google Suite software.
- Excellent experience with databases and CRM software.
- Proficiency using platforms like Zoom, MS Teams, Box.com and Webex
- Knowledge and experience working with industry-leading project management methods, tools, and resources.

Physical requirements

- Ability to accommodate meetings on Pacific Time
- Will provide reasonable accommodations to support candidates to work remotely and to support physical ability
- Ability and willingness to travel up to 20% of the time, inclusive of company retreats or team conferences

Don't meet every requirement?

Even if you don't meet all requirements, we still want to hear from you! Research shows that women, non-binary applicants, and people of color often hesitate to apply unless they check off every box. HealthBegins strives to maintain a diverse and inclusive workforce through recruitment, retention, and promotion policies. We strongly encourage applications from individuals with diverse backgrounds, experiences, and identities as well as those who have been directly impacted by the social needs and systemic barriers we seek to address.

HealthBegins believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.

Why work at HealthBegins

HealthBegins is a mission-driven consultancy firm that drives radical transformation in health by helping Medicaid-managed care plans, health systems, and social sector clients advance health equity and improve the social and structural drivers that put patients and communities in harm's way. Better health for all begins with equity. Learn more [here](#).

The compensation range for this position is \$65,000 - \$75,000 commensurate with experience.

How to apply

In order to apply, you must be authorized to work in the United States. Submit your cover letter and resume to admin@healthbegins.org. We will not accept candidates without a cover letter and resume.

This is a remote position, and preference will be given to qualified candidates in CA. We appreciate all interest in this opportunity, but we ask that only those who meet the above criteria apply.