



## Community Engagement Program Manager

**FLSA Classification:** Exempt

**Reports to:** Associate Director of Community Engagement

**Salary Range:** \$65,697 - \$78,015

**To apply, please visit:** <https://www.healthymatsu.org/employment>

**Application deadline:** Open until filled, with a first review of applicants on April 21<sup>st</sup>.

### JOB DESCRIPTION

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#### About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which owns Mat-Su Regional Medical Center (MSRMC) in joint venture with Community Health Systems, Inc. (CHS). In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution.

Apart from its role as a community hospital co-owner, MSHF is also a grant-making philanthropy organization. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the Foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

#### Position Summary

The Community Engagement Program Manager will be part of a team leading community engagement initiatives to achieve a strategic vision of ensuring that local systems change solutions are developed in partnership with people who will be most affected. This position will be responsible for providing day-to-day operational support including coordinating events, outreach, project management, and maintaining data functions. The Program Manager will also ensure that community members with context expertise are well-supported with coordinated recruitment, onboarding, retention, and communications processes.

#### Essential Duties & Responsibilities

##### Leadership

- Provides leadership for community engagement events, public trainings, internal staff trainings, and resource gathering/sharing.
- Supports the implementation of departmental strategies aligned with the MSHF strategic plan in coordination with the Associate Director of Community Engagement.
- Integrates data-driven decision-making processes.
- Engages with community partners and staff.
- Collaborates strategically with Associate Director and MSHF staff from various departments.



### **Management/Administration**

- Co-develops and maintains effective procedures and processes for community engagement that are in alignment with those of MSHF.
- Provides day-to-day support for logistics, procurement and contracts.
- Engages in external communications with community partners.
- Maintains strong communication with contractors to ensure that deliverables and deadlines are met in a timely manner.

### **Program Management**

- Manages initiatives that identify, develop and coordinate comprehensive solutions to collectively enact population-level systems-level change for health equity.
- Serves as a strong, neutral, and skilled facilitator to guide workgroups towards consensus and strategic progress.
- Provides leadership in the use of program management tools, tactics, and evaluation.
- Integrates frameworks for collaboration and other theories, models, and best practices relevant to achieving strategic goals.
- Coordinates meetings, trainings, and convenings.
- Stays apprised of relevant data and aids partners in making meaning of the data.
- Works collaboratively with other MSHF staff to align strategic progress.

### **External Relationships**

- Builds and maintains relationships with community partners, community members with lived experience and other key regional and statewide stakeholders.
- Maintains a full understanding of systems influencing health equity in the Mat-Su Borough.
- Maintains MSHF's identity as a respected neutral convener.
- Disseminates learning at community and regional platforms.

### **Health Equity Promotion**

- Supports program alignment with the organizational commitment to promoting health equity and inclusion.
- Supports a commitment to be strategically guided by authentic community voice.
- Supports community-wide health equity initiatives and workgroups by implementing equitable policies, practices, and assessments.
- Advances personal and professional growth in cultural competency.

### **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.

## Competencies

- Excellent written and oral communication skills, sensitive to confidentiality and diplomacy required in communicating with people from diverse racial, ethnic, socioeconomic, and gender backgrounds.
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Advanced program management skills, including an ability to think strategically over multi-year horizons, leverage data for decision making, and facilitate cross-sector workgroups.
- Advanced understanding of community organizing or community development models, or other methods of authentically engaging community members or groups to provide strategic guidance.
- Demonstrates an understanding of advanced theories, models, and frameworks and the ability to think analytically in applying strategic processes to achieve systems-level change at the population level.
- Passion for social and racial equity work.
- Knowledge of equity, inclusion, historical trauma and intergenerational trauma.
- Willingness to advance personal and professional growth in cultural competency.

## Education & Experience

- Bachelor's degree preferred; degree in public health, social work, education, or other related field a plus.
- Minimum of 3 years of proven project management skills.
- Experience in community engagement or community organizing preferred.
- Effective use of technology, including literacy in Microsoft Office and database management.
- Effective use of social media and marketing platforms.
- Effective use of standard office communications systems, hardware, copies, and other office equipment.
- Ability to work as needed outside of regular business hours to support meetings and urgent needs.

**Work Location:** Wasilla, Alaska

**Work Environment:** Employee will be working in a typical office environment with frequent interruptions, moderate temperature, and equipment noise.

**Physical demands:** Employee will be spending considerable time at a desk using a computer terminal and using personal vehicle to travel to various locations in the community.

**EEO statement:** Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.