



Program Manager

FLSA Classification: Exempt

Reports to: Director of R.O.C.K. Mat-Su

Salary Range: \$72,000 to \$75,000 DOE

To apply, please visit: <https://tinyurl.com/rockpm>

Application deadline: July 1, 2024 with the first review of applicants beginning June 21, 2024

JOB DESCRIPTION

About R.O.C.K. Mat-Su

R.O.C.K. Mat-Su (Raising Our Children with Kindness) is a community collaborative working to accomplish two goals: 1) Strengthen families so all children thrive in a safe, healthy and equitable community and 2) End child abuse and neglect and reduce adverse childhood experiences. R.O.C.K. Mat-Su is a cross-sector community partnership working to influence the systems that affect children and families, guided by the collective impact framework. The Mat-Su Health Foundation serves as the initiative's "backbone" organization, ensuring it is staffed, funded, and governed appropriately to carry out its important mission. R.O.C.K. Mat-Su employees are employees of the Mat-Su Health Foundation.

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, the foundation actively participates in the governance of Mat-Su's community hospital and protects the community's interest in this important health care asset through board oversight. The MSHF also invests its assets into charitable works that improve the health and wellness of Alaskans living in the Matanuska-Susitna Borough (Mat-Su).

Position Summary:

The Program Manager will be part of a team providing backbone support to the R.O.C.K. Mat-Su cross-sector borough-wide partnership, responsible for driving systems-level change forward by upholding continuity of the collective's strategic vision and by providing strategic and programmatic support. The Program Manager's primary responsibility will be to facilitate strategic initiatives focused on community engagement and promoting equity, to achieve R.O.C.K. Mat-Su's priority of ensuring that systems change solutions are developed in partnership with people who will be most affected.

Job Responsibilities:

- **Leadership:** Convene and provide leadership for the R.O.C.K. Mat-Su workgroups; implement the R.O.C.K. Mat-Su strategic plan with workgroups; integrate use of data-driven decision-making processes within workgroups; engage in strategic discussions with the R.O.C.K. Mat-Su partners and staff; liaise with R.O.C.K. Mat-Su Director to set strategic goals
- **Management/Administration:** manage, develop, and coach workgroups; work closely with R.O.C.K. Mat-Su and MSHF staff to advance administrative and operational

processes; manage budgets, contracts, grant funds, and procurement for focus area initiatives; communicate with partners about focus area initiatives; ensure deliverables and deadlines for contracts and grants are met in a timely manner

- **Program Management:** manage initiatives that identify, develop and coordinate comprehensive solutions to collectively enact population-level systems-level change for child abuse prevention; serve as a strong, neutral, and skilled facilitator and convener to guide workgroups towards consensus and strategic progress; provide leadership and facilitation for the use of program management tools and tactics; stay apprised of relevant data and aid the collective in making meaning of the data; integrate the collective impact framework and other theories, models, and best practices relevant to achieving the collective's strategic goals; coordinate workgroup meetings, trainings, and convenings; work collaboratively with other program staff to align strategic progress for R.O.C.K. Mat-Su and MSHF.
- **External Relationships:** Build and maintain strong relationships with community partners, community members with lived experience and other key regional and statewide stakeholders; maintain a full understanding of systems influencing children and families in the Mat-Su Borough; maintain R.O.C.K. Mat-Su's identity as a respected neutral convener; disseminate R.O.C.K. Mat-Su learning at community and regional platforms
- **Health Equity Promotion:** Support program alignment with the organizational commitment to promoting health equity and inclusion; support R.O.C.K. Mat-Su's collective commitment to strategically and progressively address historical and intergenerational trauma at a population-level; support R.O.C.K. Mat-Su's collective commitment to be strategically guided by authentic community voice; facilitate community-wide healthy equity initiatives and workgroups by implementing equitable policies, practices, and assessment on behalf of the collaborative; advance personal and professional growth in cultural competency
- Ability to travel locally approximately 10% of the time.

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
- Demonstrate an understanding of advanced theories, models, and frameworks and he ability to think analytically in applying to 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; a willingness to advance personal and professional growth in cultural competency

Education & Experience:

- Bachelor's degree required; degree in public health, social work, education or other related field preferred
- Minimum of 3 years of proven program management skills
- Super user of Microsoft office suite and other database management systems
- Super user 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

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.

Work Location: Wasilla, Alaska

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

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

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.