

Program Manager, CT Office of Rural Health

Summary

The Connecticut Office of Rural Health (CT-ORH) works to improve rural health in Connecticut and is seeking a Program Manager to assist with rural health grant coordination related to COVID-19 and opioid response activities. The position is grant-funded, with the option of a hybrid model, and has the potential for advancement after the initial 18-month contract period. Qualified applicants should be able to start immediately.

The Program Manager works collaboratively with rural health grantees across the state and reports to the CT-ORH Director. The Program Manager is responsible for management and coordination within the Roles and Responsibilities of the position.

Roles & Responsibilities

- Provides program and grant management assistance to the CDC COVID-19 Health Disparities grant initiative
- Assists with the development and implementation of the RCORP initiative
- Tracks all programmatic and financial reporting deadlines and requirements reliably and consistently
- Completes or oversees the completion of all progress reports and other documentation for funding agreements and assigned projects
- Provides support to the Director to implement daily office operations related to grants management and record-keeping
- Prepares for and attends CT-ORH Advisory Board meetings
- Develops and maintains effective public relations for the CT-ORH
- Other duties as assigned by the Director

Qualifications

- MPH or health-related degree from an accredited college or university
- Grant and program management experience
- Social determinants of health or community health experience, particularly in the rural context
- Regional knowledge and experience desirable
- Ability to work independently and establish effective working relationships with key stakeholders
- Strong written and oral communication skills required to interface with diverse audiences
- Proficiency in computer skills, including Microsoft Office, Word and Excel
- Ability to work remotely

CONDITIONS OF WORK

Full-time Contracted Position

Anticipated contract dates: Immediate - 5/31/2023

Salary: Commensurate with experience

Location: Northwestern CT Community College, Winsted, CT

Interested candidates should submit cover letter and resume to lfedewa@nwcc.edu.