

## Job Description

**Title:** Assistant Director, Philadelphia Area Sexual Health Initiative

**Position Type:** Nonexempt Annual Salary

**Accountability:** Director, Philadelphia Area Sexual Health Initiative

**Location:** Base office 1500 Market Street; Local and regional travel required.

**Compensation Grade:**

**Job Summary:** The Assistant Director, PASHI is primarily responsible for providing oversight to the implementation of operations and administration of multiple grant-funded and contractual sexual and reproductive health focused programs. The Assistant Director, PASHI is also responsible for developing and implementing new methods and approaches to solving public health issues facing traditionally medically underserved communities, and for oversight of other community- or school- based sexual and reproductive health education and prevention programs, as needed. The Assistant Director works closely with the Director toward the maintenance and expansion of assigned programs, as well as the development of new concepts and initiatives.

### Duties and Responsibilities:

#### *Program Management*

- Assists with oversight of multiple contract- and grant-funded initiatives to ensure overall goals and objectives are met.
- Develops plan for meeting program goals in partnership with Director.
- Monitors and provides direction and oversight to Project Managers and Coordinators regarding implementation of high quality programmatic activities.
- Builds and stewards strong relationships with internal and external stakeholders, program partners, and project staff to ensure effective communication and efficient program oversight.
- Provides direct and specific oversight to PHMC's five-year, federally-funded research project PYA to develop and implement a teen pregnancy prevention intervention for youth with ASD.
- Collaborate with PYA Project Director to convene Community Advisory Board
- Support development and oversight of PYA intervention
- Keeps abreast of innovative and evidence-based work in community health and health disparities and shares information with staff as appropriate.
- Represents PHMC as needed at regular grantee/partnership, state-wide and national meetings.
- Assists HPSupper management and the Director with seeking out funding opportunities or potential areas of growth.
- Participates in grant writing tasks to develop concepts, support organizational initiatives, and contributes content expertise.
- Utilize reports from the data and evaluation team to inform program implementation.
- Assists with and/or leads initiatives to publicize programs and outcomes, including abstracts, posters, and presentations.
- Provides guidance and direction for development/maintenance of programming materials to ensure relevancy to audience and programming needs

- Convenes and leads regularly scheduled staff meetings for optimal team building and performance, program quality assurance, and communication.
- Participates in HPS Manager and Director team meetings.

#### *Leadership/Supervision*

- Works with colleagues to foster a cohesive team-oriented work environment. Provides leadership and guidance to PASHI team and others to ensure integration across HPS program areas.
- Brings forth and communicates new ideas and concepts that align with PHMC's strategic plan in regularly scheduled team meetings.
- Supervises program staff, including Project Managers and Coordinators and related staff.
- Supports staff in defining priorities, deadlines, and resolving any program challenges.
- Writes and conducts annual staff performance management reviews in a timely manner, including professional development objectives and milestones.
- Identifies staff strengths and area of growth, and provides coaching and mentorship to staff in professional and personal growth and development of skills and competencies to be successful in their role.
- Reviews and provides guidance to Project Managers and Coordinators regarding team performance reviews and professional development milestones.
- Communicates formally on a bi-weekly or weekly basis with supervisor and direct reports.
- Enforces agency policies and procedures.

#### **Administrative Activities:**

- Writes and/or edits reports of project activities, and prepares final draft for Director review and submission to funder(s).
- Assists with monitoring of program budgets(s) and preparing financial reports to ensure compliance with budget and budget guidance.
- Oversees and approves program expenditures in compliance with budget and budget guidance.
- Other relevant duties as assigned.

#### **Qualifications:**

- Master's Degree in business, public health, human sexuality, health education, or equivalent preferred.

#### **Professional Experiences and Requirements:**

##### *Essential*

- At least three years of demonstrated experience managing multiple grant-funded or contractual programs, supervising staff, and fiscal/administrative oversight of public health and/or community-based initiatives.
- Minimum of three-five years supervising mid-level managements.

- Skillful in exercising leadership within a manner that builds teams and/or partnerships among staff.
- Demonstrated experience and success grant writing for public health or closely related field.
- Demonstrated experience preparing and making presentations; writing reports, grant proposals, and work statements.
- Demonstrated experience in data collection and evaluation development and implementation.
- Demonstrated ability to develop, implement, follow and mentor other staff with project timelines to ensure completion of project deliverable on or ahead of schedule.
- Demonstrated experience in public health, sexual and reproductive health prevention education, and chronic disease management.
- Ability to identify and prioritize tasks based on project and organization needs, and manage sometimes competing priorities.
- Ability to work both independently and in a team environment to meet objectives with minimal supervision.
- Experience working with diverse populations, low-income individuals, and in a variety of community settings.
- Excellent problem solving, conflict resolution, time management and professional communication (written and oral) skills.
- Must be willing to travel locally.
- Proficient in Microsoft Office Suite.

*Preferred*

- Experienced in preparation of documents for Institutional Review Board submission.
- Experience monitoring budgets.
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**Hours:** Monday through Friday, 8:30 am - 5:00 pm, flexibility needed for some evenings and weekends.

**Salary:** Commensurate with education and work experience, full benefits package.

Salary Grade 20.