



CHARLES B. WANG
COMMUNITY HEALTH CENTER
王嘉廉社區醫療中心

268 Canal Street, 1st Floor, New York, NY 10013 | phone 212.966.0228 | fax 212.966.9330

JOB TITLE: PROGRAM MANAGER

REPORTS TO: ASSOCIATE DIRECTOR OF GRANTS MANAGEMENT

RESPONSIBILITIES:

- Assists Director in the management and expansion of public health programs focusing on Women's Health (HIV, family planning, breast and cervical cancer, prenatal care and wellness maintenance, etc.)
- Prepares and complete grant proposals and reports; monitor all project activities and deliverables
- Conducts program evaluations as required by funders
- Liaisons with funding organizations, health and community-based agencies to facilitate promotion of current collaborative efforts
- Supervises Program Coordinator and his/her assigned projects
- Works closely with computer informatics team to ensure quality control of program data and deliverables
- Expands the Center's resources by initiating new community health projects
- Coordinates the educational, outreach and training activities of community health project activities
- Promotes close communication and coordination among health educators and clinical staff to facilitate the completion of community health project activities
- Collaborates with health educators on community outreach projects
- Coordinates activities relating to staff training
- Supervise interns as necessary
- Other duties as assigned

QUALIFICATIONS:

- Minimum B.A., B.S. Degree; Master's Degree in Public Health or Social Work Preferred
- Previous experience working with community health projects, preferably in Asian communities
- Strong writing skills
- Conversant in Chinese preferred

SALARY: Commensurate with experience