



Icahn  
School of  
Medicine at  
**Mount  
Sinai**

**Job Title:** Program Manager

Icahn School of Medicine at Mount Sinai, Department of Population Health Science and Policy

The Program Manager will lead and coordinate two key grants under the Department:

*Partnership for a Healthier Manhattan (PICH)* is a Centers for Disease Control and Prevention funded partnership. As the Manhattan Borough Lead Organization since 2012, we coordinate a borough-level community coalition and created education and advocacy activities in support of the Partnership's strategic agenda. We now support an integrated set of evidence-based activities to bring about environmental, programmatic and infrastructure changes to improve health outcomes among New Yorkers who experience disparities in health due to problems with nutrition, physical inactivity, and tobacco use and exposure.

*Help Educate and Eliminate Diabetes (HEED)* Project HEED (**H**elp **E**ducate to **E**liminate **D**iabetes) is a diabetes prevention research study in East Harlem, NYC currently disseminating a proven effective peer-led diabetes prevention program through grassroots community efforts and online programs and apps. The study uses community-based participatory approaches to evaluate the impact of dissemination and overall diffusion of this program.

**Job Description and Experience.** We seek a Program Manager to carry out the assigned activities and duties which include, but are not limited to those detailed below:

#### **Administration**

- Manage day-to-day operations of the projects, developing study timelines and workplans and tracking progress through monthly and quarterly reports and documentation;
- Coordinate closely with community partners; serve as a resource and help grow and support a borough-wide coalition
- Ensure compliance with human subjects research requirements (IRB) and preparing progress reports to funders

#### **Community Engagement**

- Broaden the reach of initiatives that support the strategic goals of both grants by coordinating with additional sectors, and key stakeholders (non-traditional partners, NYC city agencies)
- Collaborate with partners through advocacy and education, to broaden the reach and scope of work across priority areas of healthy eating and active living

- Make presentations to community boards about the work of Mount Sinai, PICH and HEED and the defined strategic objectives.
- Contribute to and participate in assessments of public health issues and health disparities and exploration of strategies to address these issues

### **Media**

- Work closely with application developers to create an online web and mobile phone platform for wide dissemination of HEED
- Help lead, develop and execute a social marketing campaign and outreach for the Project HEED's online platform.
- Draft and work with coalition members to publish opinion editorials and letters to the editor presenting public health information and data related to health disparities and priority areas
- Serve as a high-profile speaker, providing information and education on health equity and grant priority areas
- Distribute available materials to community organizations and residents

### **Ideal Qualities:**

- Energetic, hands-on individual.
- Strong experience developing and communicating messages to diverse audiences.
- Experience conducting outreach to and forming coalitions with Community-Based Organizations, Faith-Based Organizations, Youth-focused groups, and local businesses.
- Experience engaging and educating community-based organizations, individuals and local decision-makers.
- Demonstrated capability in grant and budget management and administrative functions
- Proven excellent written and verbal communication skills
- Excellent organizational skills and highly detail-oriented
- Theoretical foundation and experience in research methods, from developing a well-defined fully budgeted project to anticipating problems and developing plans to address them during each of the various project phases.
- Demonstrated ability to communicate with multiple levels of staff and work with a wide range of academic and community-based organizations.
- Ability to meet multiple, competing deadlines and maintain programmatic and administrative priorities.
- We welcome individuals from diverse and underrepresented backgrounds.

### **QUALIFICATION REQUIREMENTS:**

- A master's or other professional degree from an accredited college in public health, public administration, communications or a related field;
- At least 2 years of full-time professional management experience;
- At least 3 years of successful, demonstrated experience related to community engagement; New York City experience preferred;
- Experience with community-based participatory research or activities, particularly in African American and Latino communities, is highly desirable.

- Experience leading social marketing and health communication efforts
- Familiarity with New York City communities and neighborhoods.

***Mount Sinai Medical Center is an equal opportunity employer. We recognize the power and importance of a diverse employee population and strongly encourage applicants with various experiences and backgrounds.***

**TO APPLY:** Please send resume with cover letter including salary requirements to:  
[Lisa.herron@mountsinai.org](mailto:Lisa.herron@mountsinai.org) OR [victoria.mayer@mountsinai.org](mailto:victoria.mayer@mountsinai.org)