



Program Manager Job Position

About HBI-DC

HBI-DC is a 501(c)3 nonprofit organization. HBI-DC'S mission is to mobilize communities to prevent liver diseases caused by viral hepatitis among Asian Americans and Pacific Islanders, African immigrants, and other high-risk groups. Through collaborative partnerships, our organization provides culturally and linguistically appropriate viral hepatitis outreach, education, screening, hepatitis B vaccination, linkage to care, and patient navigation services for impacted communities.

Position Description

The Program Manager reports to the Executive Director. She or he is responsible for:

- Financial administration, i.e. tracking finances (income and expenses), process reimbursements, and invoices
- Overseeing budget and planning future events based on budgetary constraints
- Providing quarterly assessments of development activities, noting areas of success and risks
- Outreach with community leaders, i.e. being a liaison for the organization
- Being a liaison with federal, state, and community partners
- Being a liaison with private partners such as pharmaceutical companies
- Attending and contributing to monthly hepatitis B, C, non-alcoholic fatty liver disease networking meetings held by multiple organizations and agencies
- Representation at conferences, meetings, and events
- Identifying screening and vaccination partnerships
- Arranging screening test services and vaccine delivery and storage
- Assist with searching for grant opportunities and grant writing
- Recruiting volunteers; organizing volunteer trainings; and evaluating volunteer trainings
- Supervising Interns and Practicum Students

Employment Term

The Program Manager position is a full-time job position. The Program Manager is expected to commit 40 hours each week and be open to flexible schedules to meet project deadlines. This position requires approximately four to six days in a month (including weekends) of local travel for outreach and screening events with the Washington, DC and Baltimore, MD metropolitan areas. Reliable transportation is required. Mileage reimbursements will be offered. Promotion opportunities are available after probation period.



Qualifications

This is an extraordinary opportunity for an individual who is passionate about HBI-DC's mission and who has a track record of nonprofit leadership. The candidate that fills this position must possess at a minimum the following qualifications:

- Master's degree in Public Health (MPH)
- Experience in business management and customer service
- Experience in grant writing and grants management
- Bilingual (fluency in English and another language)
- Interest in program and fund development (fundraising)
- Proficient in using MS Word, Excel, Access, and navigating the web
- Experience in database management
- Excellent oral, written, and proofreading skills
- Must have proven leadership skills
- Self-starter and highly motivated; ability to work independently as well as with others
- Organized and methodical
- Friendly and outgoing to engage others during outreach events

Compensation

Compensation for this position is based on experience.

Contact

For more information about HBI-DC or to be considered for this job position, please contact Dr. Amy Trang, Ph.D. at amy@hbi-dc.org. You can also visit HBI-DC's website at www.hbi-dc.org to learn more about HBI-DC.

To Apply

Please create one (1) PDF document that includes: 1) a tailored cover letter that outlines how your interest, skills, and experience meet the qualifications for the position, 2) resume, and 3) a list of 3 references and their contact information. Please label your application file with your last name and the position you are applying. Title email subject: "Program Manager position," Send the complete application file to: amy@hbi-dc.org.

HBI-DC is an equal opportunity employer. Every qualified applicant will be considered for employment. HBI-DC does not discriminate based on race, color, religion, gender, gender identity or orientation, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.