



Community Engagement Manager

Classification: Professional, full-time, limited-term employment

Benefits: Paid vacation, health and holidays, generous health insurance, long-term disability, life insurance, transportation deduction, and employee-contributed/employer match 403b plan

Salary: \$60,000 - 65,000

Location: Remote

The Role: [Expecting Health](#) is seeking a highly motivated, accomplished, organized, and goal-oriented Community Engagement Manager who is passionate about working with people and organizations that are focused on making health systems better for all of us. In this role you will have the opportunity to create and implement strategies that bring continuity in our partnership building initiatives across program areas including reproductive, maternal, and child health and family leadership development. Responsibilities include developing outreach and engagement plans for different stakeholders, helping expand our programmatic portfolio, and serving as a point of contact for several national and state partners. There will be significant opportunity for professional growth for someone looking to make a lasting contribution to our organization.

The ideal candidate is a natural organizer, implementer, and thrives off of connecting with different communities. The ability to work with a range of stakeholders and be self-directed is essential. The position requires interpersonal and organizational skills, independent judgment, careful attention to details and deadlines, and the ability to work in a team-oriented environment. The successful candidate is an avid doer who is professional, resourceful, and comfortable taking initiative and anticipating the needs of others.

This is an opportunity to scale up our national network, implement new program activities based on feedback from partners, and connect with people with ranging experiences in healthcare as well as implement evaluation measures to capture the impact of this work.

WHAT YOU'LL DO:

Programmatic

- Work with our federally funded programs ([The National Genetics Education and Family Support Center](#) and [Newborn Screening Family Education Program](#)) to:
 - Creating, updating, and maintaining programmatic activities regarding partnership development
 - Working with stakeholders to develop programs and activities that serve a national audience
 - Supporting programs as needed



- Manage national partner relationships and work to create integrated program workgroups
- Support existing and to be created work groups through periodic communications and knowledge sharing meetings
- Maintain and update online tools and databases

Organizational

You will work on evaluating and building out program activities while identifying emerging topic areas in alignment with our mission.

- Follow up on inquiries and requests for partnership opportunities
- Contribute to the development of program goals and plans for new projects
- Draft and submit reports and project proposals
- Serve as a thought partner to support decision making and problem solving for programs
- Maintain and update websites, online tools, and databases as needed

WHO WE'RE LOOKING FOR:

- Master's degree or equivalent experience in public health, demography, sociology, human services, or other related field with a minimum of 3 years of progressively responsible direct professional experience. Five years of directly related experience can be substituted for Master's degree. Experience with managing grant program activities.
- Ability to travel 15%-20%
- Program management experience, including reporting, evaluation tracking, measure development, managing vendors, and proposal writing
- Experience in developing educational modules, training sessions, or similar interventions preferred
- Strong organization skills with the ability to effectively handle frequently changing priorities
- Mature and detail-oriented with the ability to work both independently and with a team
- Creative problem solver with a positive outlook and "can-do" attitude
- Superior interpersonal, written, and verbal communication skills
- Basic knowledge of website content management
- Must possess good judgment and discretion with confidential and sensitive information
- Must possess the poise, capability, and professionalism to represent the organization exceedingly well while working closely with high-level officials as well as public stakeholders

Why Expecting Health: [Expecting Health](#) was created with a simple idea: families deserve and should expect more – more support, more guidance, more opportunities, and better health. This is a one-of-a-kind organization is focused on improving the healthcare system for families with roots in both the maternal and child health space and the ever-expanding genomics sector. This combination positions us to shares science-based and policy-informed information that integrates the lived experiences of individuals and their families. We do this through the power of relationships; convening the top experts; working with key leaders in health; and engaging with families and communities at the center of the conversation. We believe that new



and expecting families, regardless of makeup, income, or background, should and deserve to expect health. We simply don't think it needs to be this hard.

How to Apply: Please send your cover letter, resume, and a writing sample to careers@expectinghealth.org with '2022 Community Manager Application' in the subject line.

