

## JOB ANNOUNCEMENT

### Job & Classification Title: Program Manager I

**ETR is in need of an exceptional Program Manager. The ideal candidate is expected to successfully coordinate and manage multiple research projects, with substantial expertise in the sexual and reproductive health field. This position is an integral member of the Research team and a contributor to ETR's growth initiative.**

Education, Training and Research (ETR) offers evidence-based health and education products and programs providing solutions that work for health professionals, educators, and consumers throughout the United States. We employ proven methods that engage individuals, families, and communities in eliminating health and educational inequities, managing risk, and making optimal health choices.

**SUMMARY:** Reporting to the Senior Research Associate, the Program Manager I is responsible for planning, coordinating, and managing multiple intervention research projects related to sexual and reproductive health for youth and young adult populations, including independently drafting funder-required grant reports, supporting other dissemination, such as peer-reviewed paper writing or conference abstracts, and supporting proposal writing and fundraising efforts within the sexual and reproductive health area. This is a senior-level position and as such has departmental and agency duties in addition to project responsibilities. **This position can be located in either ETR's Scotts Valley or Oakland offices.**

**ESSENTIAL RESPONSIBILITIES AND DUTIES include the following. Other duties may also be assigned.**

- Responsible for planning, coordinating, and managing multiple projects. Specifically, responsible for:
  - Negotiating with the client(s) each project's scope-of-work (SOW), budget and revisions in collaboration with the Senior Research Scientist, Senior Research Associate and Director of Business Development.
  - Conducting and/or coordinating all project staffing, tasks, activities, timelines and deliverables under the direction of project Principal Investigators (PIs).
  - Overseeing project(s) to ensure the quality and timely completion of all work performed on project(s) by ETR staff, as well as subcontractors.
  - Developing and monitoring operating budgets.
- Contributes to conceptualizing, planning and obtaining funding via grants and/or contracts as well as preparing the project team for reapplications.
- In collaboration with the project PIs, cultivates and maintains collaborative relationships with potential and existing funders, clients and other stakeholders who are served by each assigned project.
- Remains up-to-date on current literature and findings in sexual and reproductive health and related bodies of work.
- Supervises project staff, including conducting performance evaluations; monitoring employee professional development, mentoring opportunities and advancement; recommending salary increases as appropriate; and responding in a timely manner to disciplinary issues.
- Shares leadership responsibility with project PIs for establishing and maintaining positive, productive staff morale, attitudes and team cohesiveness.
- Conducts recruitment activities as needed for projects, and submits recommendations for hiring.
- In collaboration with project PIs, pursues opportunities to increase the visibility and interests of ETR, by such activities as writing articles, making presentations and/or participating in relevant conferences and review panels.
- Participates actively in agency, division, and business unit meetings, and associated work groups and/or committees as appropriate.
- Summarizes data output for multiple stakeholder audiences using an array of innovative data visualization approaches.

**ACCOUNTABILITIES:**

- Ensures all projects are satisfactorily planned and executed, staffed, implemented and evaluated within project timelines and budgets.
- Maintains high quality standards for all work output.
- Works independently to organize tasks efficiently while at the same time participating in cooperative project planning.
- Puts forth new program ideas and assumes the lead role in proposal development and writing within project area content.
- Cultivates multiple funding relationships by leading resource development efforts.
- Ensures that funding for assigned projects is projected accurately, monitored regularly and expended in an ethical and cost-effective manner.
- Maintains positive professional relationships and represents the interests of ETR with funders and other stakeholders.
- Demonstrates effective supervision of assigned staff and promotes their development.
- Provides strong leadership for the project area content.
- Keeps Chief Science Officer and Senior Research Associate informed in a timely manner about project programming and budget activities, especially project-related progress, problems, and new developments.
- Provides written brief annually to the Agency, summarizing major issues, trends and findings in the project area.
- Maintains a harmonious relationship of trust and respect with ETR management, peers and staff.
- Contributes to improving office and/or project procedures with creative and practical ideas.
- Follows agency policies and procedures.
- Maintains confidentiality of sensitive information.

**REQUIRED SPECIFICATIONS:**

- A Master's in Public Health, Health Education, Psychology, Education, Social Work, Sociology, or related field.
- Minimum 5-7 years in project management and administration.
- Experience supervising multiple staff simultaneously.
- Track record of managing multiple projects at a time and at least one multi-year project (\$500,000 or more annually).
- Substantial expertise in the sexual and reproductive health field.
- Demonstrated ability to conduct research analysis and interpret research findings.
- Successful track record of conceptualizing, writing, coordinating and/or leading dissemination efforts (e.g., paper writing) with support.
- Proficient with Microsoft Office Suite, including Outlook.
- Experience supervising consultants and/or subcontractors.
- Excellent writing, verbal and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Demonstrated experience in budget development and monitoring.
- Previous experience working under pressure, short deadline situations, willingness to work additional hours during deadline periods.
- Ability to work with diverse groups of people.
- Ability to work both independently and in a team setting with limited supervision.
- Apprised of current trends and developments in related field.
- Demonstrated ability to successfully organize and implement complex plans and projects.
- Ability to travel as assigned, sometimes extensively.
- Valid driver's license, acceptable DMV record and proof of insurance.

**DESIRED:**

- Ph.D. in Public Health, Health Education, Psychology, Education, Social Work, Sociology, or related field strongly preferred.
- Excellent relationship-building skills with diverse stakeholders at multiple levels (e.g., senior executives, program managers, health workers, teachers and other key personnel).

- Proficiency with SPSS and/or qualitative analysis packages.
- Excellent data presentation skills.

**Salary Range:** Commensurate with Experience. Full-time. Exempt. Level 5-19

ETR offers excellent fringe benefits, including employer-paid life, disability, health, dental and vision insurance; generous personal time off and holiday pay. ETR sponsors a 401(k) retirement benefit to qualified employees.

**Deadline:** **Until filled.**

**Application:** **Please submit cover letter, resume and salary requirements to:** T. Sanders, Human Resources Dept., ETR Associates, 100 Enterprise Way, Suite G300, Scotts Valley, CA 95066. E-mail: [openjobs@etr.org](mailto:openjobs@etr.org). To learn more about ETR Associates go to [www.etr.org](http://www.etr.org).

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