

SENIOR PROGRAM MANAGER

Center for Safe Alaskans (Safe Alaskans) promotes wellbeing, the prevention of injuries and improved safety of Alaskans. The core values guiding our work are to be: innovative, collaborative, inclusive and respectful, data driven, and strengths-based. The public health model is the foundation of our work.

At Safe Alaskans, we value healthy working relationships, positive work-life balance, and encourage a supportive and thoughtful work environment. We are committed to creating an environment that is welcoming and inclusive.

Contact: www.safealaskans.org
Mandi Seethaler, Deputy Director
mandi@safealaskans.org
907-929-3939

Location: Anchorage, AK
Salary: \$68,000 exempt; salary (negotiable, DOE)
Status: At-Will, Full Time (40 hours a week)
Benefits: Full benefits package including retirement with employer match, health, dental, vision, plus additional benefits and generous paid time off

How to apply: Send cover letter, resume or cv, and professional writing sample to mandi@safealaskans.org

Date to Apply: Applications must be received by 5:00 pm AST, Friday April 30, 2021

Safe Alaskans seeks to hire a Senior Program Manager who shares our vision and values. The Senior Program Manager will take the lead on assessing data to guide development of innovative initiatives, manage implementation of initiatives, and conduct program evaluation. To excel in this position the Senior Program Manager will stay up to date on scientific literature related to our work including injury prevention and safety communication. The Senior Program Manager will conduct qualitative and quantitative evaluation of projects as well as participate in research. The work includes disseminating findings through developing oral presentations and written reports.

ESSENTIAL DUTIES

- Serve as a technical consultant and specialist for the assigned specialty areas, which may include injury prevention and health communication. Serve in an advisory capacity and participating member on relevant work groups, task forces, etc.
- Promote positive communication and working relationships with community partners and funding agencies.

- Remain current and expand expertise by staying up to date on scientific literature and research in the assigned specialty areas.
- Conduct qualitative and quantitative evaluation such as needs assessments, literature reviews, and project evaluation, interpreting and summarizing results in oral presentations and written reports.
- Lead in the design, development and implementation of new and innovative intervention strategies and programs.
- Determine effectiveness, appropriateness, and feasibility of implementation of interventions, use that analysis to participate on team to write grant proposals and seek funding.
- Monitor and identify disparities in evaluation results, and communicate them to internal and external partners
- Achieve program goals and objectives via assessment, implementation evaluation and reporting. While subject to change, current programs include Annual Telephone Transportation Marketing Survey, Occupant Protection Use Survey, Psychophysiology Media Lab Initiatives, Distracted Driving Initiatives, Youth Matter Grant Program, and our Child Passenger Safety Program. See website for more information.
- Program administration to include design, program and proposal writing, program implementation, progress monitoring, and evaluation and reporting within all federal and state regulations.
- Other duties may be assigned.

QUALIFICATIONS OF THE IDEAL APPLICANT

To perform this job successfully, an individual must be able to perform each essential duty above. The requirements listed below are representative of the knowledge, skill and/or ability required. Regular and reliable attendance is required.

Education and Experience

- Bachelor's degree or five years relevant professional experience required, Master of Public Health preferred.
- One to two years additional related experience required, five years preferred.

Knowledge, Skills and Abilities

- Sensitive to cultural diversity, race, gender, and other individual differences in the workforce and community; recognizes the value of diverse perspectives and experiences and fosters an environment reflective of the community at large.
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Interested in and skilled at working as part of a collaborative team both within the organization and with external partners.
- Ability to prioritize routine and new assignments and a high-volume workload with multiple deadlines with professionalism and with little supervision.

- Demonstrated ability to analyze data, scientific literature, and other information; draw logical evidence-based conclusions; and organize and communicate the information as appropriate for specific audiences. Ability to organize, prioritize and execute complex projects, with high level of attention to detail.
- Ability to apply data and evidence-based literature to design, implement, and evaluate a public health program.
- Knowledge of evidence-based concepts for health promotion and injury prevention throughout the social ecological model.
- Excellent communication skills to include written, interpersonal and public speaking skills. Skilled use of computer systems, including SPSS, Microsoft Office applications including Outlook, Word, Excel, PowerPoint, and use of video conferencing platforms.
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities and the ability to flex communication style to multiple cultural environments.

Physical Requirements: The work environment characteristics described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to handle paperwork, operate computer equipment, and communicate effectively both in writing and orally with staff and the public.

Additionally, this work can be physical and requires the exertion of up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for use of measuring devices, and observing general surroundings and activities; employee is subject to inside and outside environmental conditions daily, cold, heat, and noise. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties.

The Center for Safe Alaskans is located at 4241 B Street, Suite 100, Anchorage. Work is frequently conducted in the community, and it is necessary for the Senior Program Manager to attend meetings and events outside of the office.

Equal Employment Opportunity. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. Be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information.