



Missouri Family Health Council, Inc.

Program Manager

Position: Program Manager
Status: Full Time; Exempt
Reports to: Director of Program Services
Salary Range: \$50,000 - \$60,000

Missouri Family Health Council, Inc. (MFHC), a private nonprofit organization, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers that decrease health equity and impede access to services; and improving quality services through programming. MFHC is proud to support systems of care throughout the state, with particular emphasis on safety net providers, in delivering patient-centered reproductive healthcare to all those who seek services.

While our programming is focused on removing cost barriers, specifically for the uninsured, and supporting health centers through quality training, analysis, and collaboration, our internal focus is on our personal and professional journeys toward anti-racism, racial equity and reproductive justice for all. MFHC is fully resolute in supporting a diverse, multicultural, and inclusive staff. We seek talented individuals who are committed to this work and our [guiding principles and values](#).

MFHC provides a flexible, remote optional work environment, with excellent benefits. As an equal opportunity employer, MFHC recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. For more information on MFHC, please visit www.MFHC.org.

Position Summary:

Operational responsibilities of the position include assisting with program development and evaluation of services implemented under MFHC's mission, monitoring and program compliance, and providing onboarding, technical support, and training to health centers participating in MFHC's programs, including Title X and *The Right Time* initiative. The Program Manager reports to the Director of Program Services.

This position has the option of working from the Jefferson City office or working remotely from the eastern region of Missouri (St. Louis or Southeast MO).

Responsibilities Include:

- Conducting training, technical assistance, and serving as a resource to health centers to improve their capacity to deliver high-quality reproductive health services.
- Monitoring of health center's progress towards goals and objectives and collaboratively working with health centers to develop work plans to meet the goals (based on program initiative).
- Facilitating health center assessment and work plans.
- Assisting health centers in reaching program compliance (based on program initiative).
- Ongoing monitoring and support of participating health centers, including conducting quarterly calls to review data and action plans.
- Assisting the program team with data quality to improve reporting by health centers.
- Gathering statistical and program information from health centers.
- Utilizing evidence-based, decision-making to improve health center performance and outcomes.
- Assisting in the development and revision of evaluation tools, monitoring procedures, and MFHC program and clinical policy manual.
- Engaging diverse stakeholders to support the goals of MFHC's programs.
- Maintain expertise on current family planning service delivery and practice standards.
- Assisting program team with annual conference and other MFHC events.
- Assisting with grant writing and reporting.
- Other duties as assigned.

Qualifications include:

- Passion for MFHC's mission and a willingness and desire to join the personal and professional journey toward anti-racism, racial equity and reproductive justice for all.
- Bachelor's degree in a related field (Nursing, Public Health, Public Administration, Healthcare Management of Administration, Social Work, etc.).
- Experience in reproductive health and contraceptive counseling and care a plus.
- Experience in healthcare organizations or settings. Clinical experience a plus.
- Experience in data analysis and program evaluation.
- Strong knowledge of best practices for quality reproductive health services.
- Experience in developing and delivering trainings and other technical assistance.
- Customer-service minded with the ability to develop rapport quickly internally and externally.
- Ability to work with diverse health center personnel and programs in a helpful, yet firm, manner.
- Must possess strong communication skills and be able to effectively communicate through verbal and written form. The following personal attributes are necessary to this position: attention to detail, strong documentation skills & sensitivity to reproductive health issues.
- Must have a valid driver's license and the ability to travel throughout Missouri for onboarding, trainings, technical support, monitoring, and other meetings. This position has the option of working from the Jefferson City office or working remotely from the eastern region of Missouri (St. Louis or Southeast MO).

Application Requirements:

If you are qualified and interested, please email your cover letter and resume **by 5:00 PM on June 3, 2021**, to pwilkerson@mfhc.org, or mail to: Director of Program Services, Missouri Family Health Council, Inc., PO Box 104475, Jefferson City, MO, 65110-4475.

MFHC will only consider candidates that submit both a resume AND cover letter.

In the cover letter, please address the following:

- Share specific examples of what in your personal and professional experience prepares you for taking on this position and the roles associated with the required qualifications of this position.
- Explain why you believe access to family planning and reproductive health, racial equity, and reproductive justice is important, and how you have incorporated this into your personal and/or professional life.

No phone calls please. All resumes will be treated as confidential. EOE.