

Program Manager

Cardea is a national, women of color-led organization that provides social impact evaluation, policy advancement, capacity development, and professional learning services to health and human service organizations. Cardea envisions a world in which optimal health and well-being, equity, and justice are realities for all communities, and we address complex program, policy, and systems issues by co-creating solutions that center community strengths and wisdom.

The Program Manager provides support to project teams and works collaboratively with other staff to manage the development, implementation, and evaluation of projects and other organizational initiatives. This is a full-time position based in Austin, Texas. This position reports directly to the Chief Program Officer.

Specific Duties

- Manages training, organizational development, and/or research and evaluation initiatives that advance Cardea's mission, vision, and goals
- Manages multiple projects according to scope, budget, timeline, and client expectations
- Designs, develops, and implements programs in a range of public health areas
- Leads/contributes to new business activities through networking and the development and preparation of proposals to public and private funders
- Provides supervision and coordination support to Program Associates and Coordinators
- Works across teams and in a team-based environment to meet project goals and objectives
- Represents Cardea at relevant local, regional, and national meetings

Skills and Abilities

- A degree, or equivalent, in relevant field such as education, public health, public administration, or nonprofit management, with MEd, MPH, MSW, MPA, or MHSA; a background in sexual health, HIV/STIs preferred
- At least 5 years of project management experience that includes a proven track record of designing and implementing programs across diverse sectors and using diverse modalities
- Demonstrated knowledge and experience in working with diverse constituencies including public agencies, nonprofit organizations, and other community groups and organizations
- Demonstrated experience in managing multiple tasks and in organizing and prioritizing work assignments and ongoing duties
- Ability to communicate effectively and timely in writing and verbally with colleagues, clients, and program partners; strong oral and written communication skills are crucial.
- Willingness and ability to travel nationally with overnight stays
- Skilled in Microsoft Office

Cardea provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender

identity, national origin, age, disability, or any other status protected by applicable federal, state, and local laws. Cardea complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.

Cardea offers a comprehensive benefits package that includes medical, dental, 401(K) retirement, and life and short-/long-term disability insurance.

Please submit a resume and cover letter with salary requirements to careers@cardeaservices.org attention: Program Manager in the subject line. The annual salary range for this position is \$60,000 to \$80,000.