

The Albert Schweitzer Fellowship of Alabama

POSITION SUMMARY

The **Program Manager** executes a year-long mentoring program for health profession students, from identifying and recruiting applicants, managing the selection process, onboarding Fellows, service project development and oversight, coaching to achieve personal and project goals, and communicating about the experience of Fellows in the program to external stakeholders via newsletters, social media, and more. The Program Manager will also co-lead training sessions to ensure Fellows develop competencies and skills identified for Schweitzer Fellows nationally. The Program Manager may serve as a representative among the national Schweitzer Fellowship network, contributing to shared activities that advance our mission of improving health, developing leaders, and creating change.

WHO WE ARE

In the state of Alabama, all 67 counties have Medically Underserved Areas and/or Medically Underserved Populations. Part of the reason for this gap in access to care is that there are not enough providers willing to see individuals on a sliding scale or who have Medicaid for insurance. This is one of many indicators that shows the ability for our state to meet the healthcare and social needs of our state is contingent upon developing a workforce that is empathic to the needs of all patients, understands the impacts of social determinants of health, and feels both skilled and committed to addressing the needs of the most vulnerable members of society, whether due to socioeconomic barriers or other vulnerabilities. Research indicates that one effective way to prevent the erosion of empathy while in health-profession training programs is to have earlier, first-hand experiences with patients that encourage understanding the patient's point of view. The Schweitzer Fellowship provides students with the opportunity to identify unmet needs in conjunction with a community site organization and to then plan, implement, evaluate and seek to sustain a project to address that need.

WHAT YOU'LL DO

This individual will serve as a liaison between students and community partners, helping with project planning, implementation, and evaluation of multiple projects that rotate annually. You oversee a portfolio of Fellow-led, community-based projects and create pipelines within academic institutions (both long-standing partners and new ones) to market the program and yield a diverse pool of candidates. The position will be based in Alabama and will report to the Executive Director. Job duties fall along four general lines of responsibilities:

Coaching

- Mentor 20+ students/cohort in order to help them achieve their project aims. This includes responding to monthly reports, conducting site visits, and being available to meet with students as needed for additional one-on-one and small group support.
- Track project progress, maintaining updated records of timesheets, individual project milestones, and more.
- Conduct one-on-one and small group mentoring sessions for ~20 students monthly in order to set and achieve personal and professional development goals

Recruiting

- Research graduate programs where ASF would like to develop a new pipeline to determine the specific degree programs and timeline for students
- Expand the network of community champions by meeting with faculty and staff and developing a database of individuals who can promote ASF on their campus
- Work closely with the Advisory Council, current Fellows and ASF staff to plan and execute in-person and virtual recruitment events and to use other tools (e.g., social media) to promote the program
- Provide individual application support, including meeting with potential applicants to help them develop and assess project ideas for feasibility
- Manage the application review, interview and selection process

Partnership Development

- Network with community-based organizations to co-create Fellowship projects aligned with their identified needs and opportunities.
- Stay updated on community needs via independent research and professional development opportunities to ensure data sources (such as Community Health Needs Assessments within our multi-county footprint) are being considered when developing partnerships
- Maintain communication with partners, including but not limited to regular contact with Site Mentors via Orientation, monthly reports, twice annual evaluations, and more.
- Work with agency staff at host sites to develop and enforce risk management practices.
- Engage with the national Schweitzer Fellowship collaborative, whether through collaborative meetings, committee work, and/or attendance at occasional Fellow for Life webinars

Communications and Administration

- Promote the work of the Fellows by developing communication strategies across all communication platforms (social media, newsletters, blogs, website, public speaking events, etc.)
- Capture (on own or via Fellows) photographs, videos and photo releases in order to build a library of marketing materials
- Assist the Executive Director with creating annual reports that translate results of Fellowship projects and national ASF survey data
- Assist the Executive Director and Development Manager with communicating our impact via annual events, such as the Celebration of Service
- Gather and keep updated records for Fellows' data (e.g., current and alumni addresses/emails updated)
- Assist the Executive Director with onboarding tasks such as administering background checks, enrolling Fellows in the payroll system, preparing electronic forms and spreadsheets, and more
- Provide IT support to Fellows for Google Classroom, Remind and other programs

WHO YOU ARE

While the educational or work background may vary, candidates will exhibit shared characteristics that align with ASF's values:

- Collaborative - ASF serves as an intermediary between many community nonprofits and academic institutions. We seek people who value the time and effort it takes to develop effective partnerships and who are willing to put in the effort to coordinate multiple stakeholders so that this variety of perspectives can be heard and shared action determined.

- Proximate- ASF seeks to help students be in proximity to community, whether it be a community that they are already a part of or one that they are learning about. We believe that only by seeking to understand the perspective of others will we develop effective solutions to long-entrenched issues. Therefore, we seek people who are comfortable working across differences and who value lived experience; we also hope to build a team with diversity of backgrounds so that the organization can also reflect the diversity of the communities where we live and serve.
- Curious- Rarely do we have answers to community problems born out of our own understanding, but rather we seek to be curious throughout the process of community engagement, while: gathering information–data, research on best practices, lived experience; formulating a strategy; adapting the plan to continually improve. We want team members who are both humble enough to acknowledge when they don't know something but also brave enough to attempt work even when they don't have all the information.
- Big picture and detailed thinkers- As a small nonprofit, each member must understand how their role contributes to the larger design while simultaneously being able to break that goal into smaller steps and hold themselves accountable for following through with set deadlines.

THE SKILLS YOU'LL NEED

To be successful in the role, the Program Manager should demonstrate:

- Skills in project management with community-based programs that included goal-setting and collaboration.
- Proven ability to effectively manage multiple projects– requiring prioritization and planning skills–with a track record of meeting internal and external deadlines
- Demonstrated ability to be nurturing and to hold people accountable with past supervisory experience recommended
- Proficiency using technology tools or willingness to learn Google Suite, Canva, Remind, Constant Contact and Asana
- A desire to continue learning, whether through professional development training or work-based experiences, we are an education-focused organization that seeks to attend to the development of staff as much as the development of students.
- With our current remote-work environment, individuals must be a self-starter, able to stay on task without constant direct supervision.
- A Bachelor's Degree is required and a master's degree preferred, but extensive (7+ years) experience working with health, education or social service agencies can replace a graduate degree. While not required, those with degrees in public health, counseling, social work or another related field will be most closely aligned with the skill set.

OTHER REQUIREMENTS

Work will be in a hybrid work environment; generally work is within the hours of 8am-6pm but does require flexibility in scheduling, with some evening and weekend work required in order to meet with students outside of their class time. There will be occasional local travel, and so a valid driver's license, reliable transportation, and proof of automobile insurance is required. Clearance of an investigative background check is also necessary.

SALARY/BENEFITS

The position will earn \$38,272 - 41,600 annually for 32 hours/week and qualifies for paid time off, in addition to nine (9) designated holidays and three (3) personal holidays. As a growing organization, we anticipate soon expanding our benefit options to include a retirement savings plan, although health benefits are not currently provided.

TO APPLY, please submit your cover letter and resume via email to director@asfalabama.org with “Program Manager” in the subject line. Interviews will be offered on a rolling basis. The position is anticipated to begin in early- to mid-April.

ASF of Alabama is an Equal Opportunity Employer who will not discriminate against any individuals based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.