



Program Manager Job Description

Job Summary

Work with the SCCHWA team to develop and implement projects to improve the lives and health of South Carolinians in challenged communities and populations. The Program Manager will be responsible for multiple projects and health initiatives around South Carolina. This role requires strong communication skills, the ability to manage multiple projects, and the ability to exemplify the characteristics of a trusted Community Health Worker.

Responsibilities include:

- Community Outreach
- Working with stakeholders to develop objectives & deliverables
- Coordinate projects to ensure on-time completion within budget
- Create an effective communication plan between all stakeholders
- Create and maintain effective project schedules
- Management of a diverse set of grants
- Other responsibilities, as may be assigned

Requirements:

- Certified Community Health Worker II or III (preferred)
- Minimum (5) years of relevant experience
- Effective oral and written communication skills
- Flexibility and vision
- Experience managing multiple projects
- Critical thinker and problem solver
- Team player with focused attention to detail

Job Type: Full-time. Mostly remote. Some travel is required.

Bachelor's (Preferred)

Leadership Experience

Grant research and writing are a plus

Benefits: Health Coverage Stipend

Please email your CV and a **cover letter** to admin@scchwa.org by Friday, February 20