

Job Title:	Juno4Me Program Manager	Reports To:	Juno4Me Founder
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	12/4/2018
External Posting URL:			
<p>Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Juno4Me Program Manager</p>			

Job Description:
<p>Position Overview: The Program Manager position is responsible for the development, monitoring, and leadership of a new digital platform start up, Juno4Me.org. The Program Manager oversees the day to day operations both on the front end and back end of Juno4Me. The Program Manager plans, coordinates, and assures implementation of strategies to develop relationships with community stakeholders and end users to support the initiative's mission of expanding contraceptive access. The Program Manager must hold current knowledge about the landscape of contraception nationally and locally and have a passion for working with youth/young adults.</p> <p>Primary Relationships:</p> <ul style="list-style-type: none"> • This position works closely with the Founder of Juno4Me; other internal communications include working with Juno4Me intern, volunteer advisors and Alliance Chicago Finance Team. • Outside the organization, the position coordinates with social/medical stakeholders working in the field of women's health/reproductive health and end users primarily in the age range of 15-24 years old. <p>Essential Duties:</p> <ul style="list-style-type: none"> • Identify, pursue, and track collaborations and engagements with audiences that may have an unmet contraceptive need. Research, develop, and lead a Juno4Me ambassador council with youth from communities with the greatest unmet contraceptive need. • Act as a direct line of contact for both users and providers of Juno4Me in matters concerning to completion of the primary functions of the digital platform/marketing automation. Will be expected to manage all customer inquiries with positivity, clarity and confidence to seamlessly guide and deliver. • Lead social media activations, including but not limited to cross platform social media advertising, organic content creation and engagement, influencer marketing, and analytics reporting. Measure users' media, social media and website analytics to effectively translate into actionable insights to constantly improve. • Monitor, edit and update Word Press platform website to insure content is accurate and refreshed in a timely manner. • Efficiently perform administrative duties in preparing documents and submitting applications with attention to accuracy and timeliness. <p>Education/Training/Expertise: Bachelor's degree in health/social science/ business administration/computer science, +3 years of experience is required; or a Master's degree in health/social science/nonprofit/business administration/computer science, +1 years of experience is required.</p> <p>Experience: Comprehensive management skills and experience are required including, but not limited to, short and long-term planning, evaluation, project management, directing and motivating networks, public speaking, digital marketing and information technology skills. This position requires demonstrated experience in managing and implementing a comprehensive initiative with the competency and ego to do entry level work to executive function skills. The</p>

individual is expected to be a highly self-motivated and passionate about the mission of expanding contraceptive access and contraceptive equity.

Knowledge and experience in the following areas is highly preferred: Understanding of the healthcare network for underserved/underinsured in the Chicagoland area; general knowledge of evidence-based contraceptive/reproductive health services; strong understanding and affinity to work with technological interfaces/applications/platforms. Experience working with community-based organizations and non-profits from diverse sectors reflective of Chicagoland residents.

Other Requirements:

- Demonstrates ability to work independently and be flexible in an innovative space
- Demonstrates exceptional written and oral skills, carrying out activities with critical thinking and efficiency.
- Experience using the following: Basecamp, Google Analytics, social media platforms, and CRM for marketing automation.
- High proficiency with Microsoft Office Professional products, specifically Excel, Word, and Outlook
- Proficient in preparing and submitting grant or funding packages
- Ability to multi-task and work on simultaneous projects with little lead time
- Confidence to present with various audiences from end users to funders

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.