



Position Title	Position ID	Sector
Manager, Health Programs	20-01-10005	Program Management, Public Health
Reports to	Employment Type	Location
Executive VP & Chief of Staff	Full-Time	Brooklyn, NY (Sunset Park)

About AMPHS

Academy of Medical & Public Health Services (AMPHS) is a Brooklyn-based, nonprofit organization dedicated to eliminating barriers to accessing health care for immigrants and other underserved communities in NYC. To date, we have proudly served and connected more than 8,000 New Yorkers to healthcare systems. For more information, please visit www.amphsonline.org.

Position Description

We are looking for a dynamic and strategic Manager of Health Programs to join our growing team and lead our health service programs. Working closely with the Executive Vice President, the Manager of Health programs designs and manages program/initiatives development supporting our mission to improve healthcare access. Our ideal candidate is someone who is both passionate about AMPHS' mission and experienced working in diverse community health settings. We are looking for someone who is creative, willing to bring new ideas, and ready to learn in a fast-paced environment. This person should be detail-oriented and possess a high level of organizational skill, while also focusing on building relationships. We are looking for someone to join our amazing team and contribute to an office culture that reflects the work we do.

Responsibilities include, but are not limited to, the following:

- Manage the development and implementation of AMPHS' program initiatives in alignment with set strategic goals. Stay abreast current events and changing policy landscape to contribute to discussions regarding these goals.
- Establish and maintain communications for efficient and effective flow of information to and among all key stakeholders, including program staff and volunteers. Provide regular training and professional development for program staff and volunteers.
- Generate key communication tools and guide production of outreach materials (displays, brochures, flyers, articles, press releases, website and background materials). Document project impact, develop stories, share program information, and contribute to funding reports.
- Manage operational and clinical functions to ensure program is delivered efficiently. Troubleshoot issues that may arise during the roll out of the program. Set, communicate and maintain program implementation timelines and priorities.
- Work with EVP and finance staff to monitor program budgets and project expenses.
- Create and cultivate relationships with current and future stakeholders to assure program continuity. Work with key stakeholders to engage community members in program roll out to ensure success of program.



Qualifications:

- **Experience:** Minimum of two (2) years of related experience directing healthcare or related services. Two (2) years' experience supervising employees.
- **Education:** Bachelor's degree required; Master's degree in a related field preferred.
- **Competent technology skills**, including proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint) and digital research.
- **Language:** Bi-lingual language skills in Spanish and/or Mandarin preferred.
- Excellent time management skills and the ability to prioritize work.
- Knowledgeable of basic medical terminology and immigration/health policy issues affecting population served.
- Excellent written, verbal and interpersonal communication skills.
- Strong organizational skills with the ability to multi-task.

Time Commitment:

- This is a full-time position that requires Saturday availability and occasional weekday evenings for community meetings. AMPHS' office is open Tuesday to Saturday.

Compensation:

- Annual Salary Range: \$52,000-\$55,000, commensurate with experience
- AMPHS' compensation package includes health insurance stipends, professional development opportunities, and generous time-off policies. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

To Apply

Sounds like you? Send your resume and cover to personnel.resources@amphsonline.org for immediate consideration. A writing sample, transcript and references may also be requested. We will accept applications on a first-come, first-served rolling basis.

Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.