



**Community Education Group  
Job Posting  
APPALACHIAN PARTNERSHIP FUND MANAGER**

**About the Organization:**

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

**Position Summary:**

The Associate Grants Manager is responsible for providing administrative and program support to the Senior Grants Manager in carrying out a three-year \$1.75 million per-year sub-granting program designed to increase COVID-19 and Influenza vaccine awareness, acceptance, and access in rural regions of West Virginia (year one), Appalachia (year two), and an expanded set of rural regions of the United States (Year Three).

The Associate Grants Manager will assist the Senior Grants Manager with conducting a needs assessment, ensuring widescale distribution of notices of funding opportunity, coordinating the proposal review, and providing grant tracking and accountability with funded agencies.

<b><u>Job Location:</u></b>	Washington, D.C., Alabama, Georgia, Kentucky, Maryland, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, or West Virginia – within reasonable driving distance for face-to-face meetings with CEG staff, local advisors, and local and regional grantees.
<b><u>Travel Requirements:</u></b>	Less than 20%
<b><u>Reporting Relationship:</u></b>	Senior Grants Manager
<b><u>Supervisory Relationship:</u></b>	Program Associates and Interns





**Agency-Wide Duties and Responsibilities:**

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Cultural humility
  - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

**Position-Specific Duties/Responsibilities:**

- **Grant Program Design and Launch**
  - Support the Senior Grants Manager to:
    - Develop an electronic platform for uploading of grant applications, and narrative and budget reports
    - Work with the communications and online engagement team to ensure widespread awareness of the NOFO
    - Recruit a panel of grant reviewers for small dollar grants
    - Organize the review of all grant applications and send notices to the first round of successful applicants.
- **Grant Program Oversight**
  - Coordinate regular communication between CEG/RHPSN and grantees, including a monthly virtual grant meeting with organizations receiving \$1,000 per year or more, share best practices, and begin to devise the parameters of Year Two funding.
  - Ensure that reports from grantees and reports to the CDC on the grantmaking program are processed in a timely fashion, providing alerts to grantees or internal stakeholders when critical tasks are about to be due and again if due dates are missed.
  - Serve as the first point of contact for troubleshooting with grant recipients should they encounter difficulties in processing grant reporting or carrying out funded activities according to the grant agreements.





- Ensure that all activities conducted by grantees are conducted in compliance with grant agreements and tied to budget line items as stipulated within the grant agreements between CEG and the grantee and between CEG and CDC.

### **Professional Qualifications:**

- Undergraduate degree in public administration, business administration or public health – or an equivalent mix of education and substantial related work experience.
- Minimum of 2 years of project management.
- Demonstrated knowledge and expertise regarding HIV, Viral Hepatitis and harm reduction approaches to Substance Use Disorder (SUD) as they influence health policy at a local and national level
- Excellent written and oral communications skills; proven ability to translate technical content into compelling materials for advocacy and policy audiences
- Excellent time management skills with the ability to manage multiple projects in a fast-paced, deadline-driven team environment
- Ability to take initiative, think logically and demonstrate problem solving skills
- Project management skills including research, planning and execution of special projects
- Experience leading and coaching cross-functional teams
- Ability to thrive and problem-solve in an agency that is transforming and continually responding to, and evolving with, social turmoil, breaking news, political change
- Ability to meet tight deadlines and work on multiple projects simultaneously with high attention to detail and follow through
- Familiarity with Microsoft Office Products (Word, Excel, Powerpoint) and project management applications such as ClickUp, Asana, Slack, etc.

### **General Skill Requirements:**

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts





**Physical and Sensory Requirements:**

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

**Compensation and Benefits:**

Salary range: \$27,500 - \$42,000. CEG offers a standard benefits package including paid time off.

**How to Apply:**

Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin September 10<sup>th</sup>, 2021** and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit [www.communityeducationgroup.org](http://www.communityeducationgroup.org).

