



**Community Education Group  
Job Posting  
West Virginia Project 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 West Virginia Project Manager will work to sustain CEG by managing, overseeing, and operating the Lessons Learned, Lessons Applied program. The Lessons Learned, Lessons Applied program is a CDC-funded COVID-19 and Influenza vaccination and HIV and Viral Hepatitis testing and linkage to care initiative focusing on high-risk, hard-to-reach, and hard-to-treat patient populations in the state of West Virginia. Duties will include creating plans and budgets, tracking memberships or partnerships, coordinating, and attending virtual and in-person meetings, representing CEG at both in-person and virtual events, developing print and digital program assets, and ensuring that grant objectives are met and exceeded by both CEG and its subgrantees.

<b><u>Job Location:</u></b>	West Virginia with in-state travel required
<b><u>Travel Requirements:</u></b>	Less than 60%
<b><u>Reporting Relationship:</u></b>	Executive Director, Deputy Director, Regional and National Policy Director, Research and Evaluation Director
<b><u>Supervisory Relationship:</u></b>	External Affairs Manager, Program Associate(s), Intern(s)





### **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:**

- Coordinate with appropriate leadership staff to develop timelines, work plans, and strategic community engagement strategies for COVID-19 and Influenza vaccination and HIV and Viral Hepatitis testing and linkage to care
- Manage and oversee all Lessons Learned, Lessons Applied grant activities, reporting, and operations
- Ensure that all subaward applicants are vetted and have the capacity to engage in the proposed activities and outreach
- Develop print, digital, radio, and television advertising campaigns in coordination with Madera Group (Communications Contractor)
- Ensure that all front-facing materials and communications adhere to CEG's standards and present CEG and partners in a positive light
- Provide weekly, monthly, quarterly, and annual updates and reports of services delivered, any metrics used in the evaluative portion of the grant, and package those findings into both internally and externally appropriate formats

### **Professional Qualifications:**

- Bachelor's degree or a high school diploma and commensurate experience are preferred
- Experience in a field that developed familiarity with social, economic and/or political conditions and issues in West Virginia.
- Experience in designing, implementing and directing multiple complex projects and ensuring program accountability.





- Communications experience including preparing and presenting to a variety of audiences, developing written communications and/or implementing and evaluating communication and engagement plan/strategies.
- Experience working with corporate or NGO partners, and government agencies.
- Excellent oral and written communication skills; ability to write persuasively, clearly, and concisely
- Proficient with the Microsoft 365 suite of programs, including Word, Excel, PowerPoint, and Outlook
- Familiarity with, or willingness to learn, basic graphic design skills using the Affinity suite of design programs (Designer, Photo, and Publisher).
- Familiarity with some form of project management software or applications; ClickUp is preferred, but experience with Asana, Slack or other applications are a plus.
- Excellent interpersonal and cross-cultural communication skills, and ability to collaborate effectively across multiple stakeholders.

### **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 virtually, offsite, 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



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**Compensation and Benefits:**

Salary Range: \$45,000 - \$65,000. 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 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).

