



## **Health Education Program Manager**

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3), ethnic community based organization, dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Health Education Program Manager will report to the Director of Health. The Program Manager will be responsible for all federal, state, city, and private foundation grant outcomes along with supervision of the staff supporting those funding sources. This position is responsible for planning, developing, monitoring, and evaluating NICE's health education programs. The Program Manager will also be responsible for supporting the quantitative side of research projects in health education programming. This position utilizes intermediate level research skills to perform a variety of quantitative research activities including data management, analysis of quantitative data, and report preparation. The responsibilities of this position will include quantitative and written data analysis on issues of population health and health/health care disparities across immigrant and refugee communities. This is a full time, 40 hours per week position.

### **Major Responsibilities:**

- Coordinates the delivery of outcomes in support of grants that have health and health education elements, including the United Way, HCA Healthcare, the Tennessee Department of Health/Office of Minority Health/Health Disparities Elimination, Protecting Immigrant Families (PIF), Office of Refugee Resettlement (ORR), and Tennessee Office for Refugees (TOR) grants and other future funding sources which may supplement this area of expertise
- Provides direct management of any staff who support the above mentioned grants and their outcomes
- Collects results, supports documentation requirements, and reports outcomes to donors
- Assesses public health education needs, designs or redesigns programs, and establishes program priorities
- Supervises the collection of data necessary to identify problems and design health education programs
- Provides technical assistance to employees and community groups on health education issues and activities
- Identifies community resources and coordinates, motivates, and utilizes resources to implement health education programs



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- Trains and develops direct staff to deliver outcomes while also advancing their own communication and project management skills
- Plans, develops, organizes, coordinates, and evaluates health education programs and activities by assessing community needs in area of specialization
- Supports health education research by leading program planning, development, and evaluation
- Co-writes grant proposals in conjunction with the Director of Health and Development Staff
- Monitors program effectiveness, selects, trains, schedules and evaluates staff
- Develops the policies, procedures, and protocols for health related public relations and media interfaces
- Coordinates the development and presentation of special conferences, meetings, health promotional programs, and other educational programs
- Serves as an internal consultant for other personnel conducting health education and health promotion activities
- Directs program for fulfilling requests from the public for speakers, audiovisual presentations, and literature pertaining to community health
- Provides training and orientation of new employees in regard to health education practices, trends and resources
- Originates, prepares, and disseminates health education reports, bulletins, and news releases
- Contacts private industry and community agencies to promote and provide assistance on health education programs
- Responsible for cleaning, validating, and managing large and/or complex datasets
- Maintains detailed documentation of data management and programming codes
- Ensures the integrity and security of data
- Uses advanced statistical and data programming skills to manage and analyze data
- Summarizes and interprets complex analyses
- Identifies, validates, extracts, and formats data for statistical analysis following project-specific parameters
- Creates complex charts, graphs, and tables to summarize analysis results
- Expertise in data modeling and understands relationships between data items
- Prepares materials and drafts technical sections of presentations and written documents
- All health education programming will fall under the responsibility of this position, including potential future outcomes for grants pending

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- Other duties as assigned

**Successful Candidates will demonstrate:**

- Ability to work in a diverse team environment, across programs, to achieve outcomes
- Development of new and/or leverage of existing outside partnerships, to achieve outcomes
- Evidence of project management capability
- Ability to manage multiple projects simultaneously each with unique donor specified timelines
- Ability to prepare effective presentations in content and function
- Foster collaboration between team members, both internal and external to the department
- Use of intermediate quantitative research methods skills to participate in the design, coordination and conduct of research projects
- Capability to effectively manage key relationships both within our organization and outside our organization with both donors and partners

**Requirements:**

- Excellent written and oral communication skills
- Bachelor's Degree or higher (preferably a degree in Public or Community Health Education)
- Strong quantitative, statistical, and data analysis skills
- 1-3 years of community mental health management desired
- 3+ years of related public health education experience, health related datasets and population surveys
- Documented work authorization
- Position requires availability to work irregular hours. Occasional evening and weekend work may be required as job duties demand
- Experience with diverse population groups preferred

**Job Type:** Full Time

**Salary Range:** \$43,000-\$45,000



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**Benefits:** Benefits include: Paid holidays, vacation and PTO, health care reimbursement, and 401k.

**Preferred Start Date:** On or before January 9th, 2023

**To Apply:**

Send a cover letter and resume to [\*\*careers@empowernashville.org\*\*](mailto:careers@empowernashville.org). Qualified candidates will be contacted for an interview. No calls or emails. Applications without requested information will not be considered.

*Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.*

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**