



POSITION AVAILABLE

Position: Project Manager, Health Equity Strategies and Initiatives
Department: Health Promotion
Office: Health Promotion

Posting Date: September 16, 2022
Hours: Full-time, M-F 8:00 a.m. – 4:30 p.m.
Grade/Salary: C42/ \$28.22 - \$42.38/hour
\$58,697.60 - \$88,150.40/Annual
*** Salary commensurate with experience*

Position Summary:

The Project Manager of Health Equity Strategies & Initiatives provides strategic leadership and direction in developing, implementing, and embedding diversity, equity, and inclusion across the organization. Reporting to the Director of Health Promotion, this role partners with national, regional, state, and local leaders to ensure that diversity, equity, and inclusion are leveraged and integrated into the organization to optimize patient and employee experiences. Broadens community partnerships so that the agency is recognized as a trusted provider of choice. Responsible for leading projects across their lifecycle and working with senior leadership in the execution of diversity and inclusion strategies.

Minimum Qualifications:

- Bachelor’s Degree in Human Resources, Organizational Development, Public Administration, Public Health, Sociology, Social Sciences, or related areas.
- 3 years of experience in diversity and inclusion, human resources, or related field.
- 2 years of strong change management capabilities and ability to flex/adapt to shifting business needs.
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/hours.
- Valid State of Ohio driver’s license and insurance on any personal vehicle that will be used for work.

Preferred Position Qualifications:

- 3 years of experience in Healthcare/Public Health-related industry.
- 2 years of experience leading large-scale change efforts or strategic programs.
- 2 years of experience in strategic planning and group facilitation.
- 2 years of experience in Program/Project management and execution.
- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE), or other related diversity certification (must obtain within one year of employment).
- Become a co-res member of GARE (Government Alliance on Race and Equity) – (must obtain within one year of employment)

Responsibilities include but not limited to:

- Building a team that will provide direction and leadership related to strategically integrating DEI and operationalizing into the business, front line, processes, and systems throughout the organization
- Partnering with the Executive Leadership Team to develop and drive forward the key strategies of the organization.
- Guiding PHDMC commitment and strategy to be a diverse, anti-racist, equitable and inclusive organization.
- Collaborating with the Local of Office of Minority Health and the LGBTQ Health Initiatives Project Manager to support and drive DEI initiatives.
- Leading and overseeing the OEI Equity grant programs and deliverables by coordinating, designing, and implementing programs; Evaluating the effectiveness of OEI grant Programs.
- Coordinating with staff to develop goals and objectives of program.
- Acting as a liaison between staff and administration.
- Assisting, developing, and overseeing budget and fiscal activities for assigned programs.
- Collaborating with community partners, senior leaders, and a variety of agency constituencies; Maintaining strategic relationships with community citizens, and community partners.
- Establishing an adoption organizational Racial Equity Core Team; Developing and implementing an organizational action plan through activities such as the “Seven C’s” identified by the Government Alliance on Race and Equity.
- Preparing and submitting comprehensive reports for the agency’s DE& I initiatives and OEI grant.

PHDMC provides a quality, affordable and competitive package to full time employees, including the following:

- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application and resume to Human Resources at:
Public Health – Dayton & Montgomery County Fax: 937-496-3070
117 South Main Street, 2nd Floor humanresources@phdmc.org
Dayton, Ohio 45422

This position is Grant Funded and the Closing Date to Apply: October 16, 2022 or until filled.

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.
Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for employment.

PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (“BFOQ”).