



## Open Position: Community Project Manager

OPHI is a recognized leader in creating healthier communities throughout the state. By convening individuals and organizations with varied perspectives, OPHI breaks down silos and drives meaningful collaboration demonstrating that community health is about more than healthcare.

OPHI's deep, cross-sector relationships identify holistic solutions that promise community led, long-term impact. OPHI also provides consulting services to help public and private entities embed a lens to improve equity and reduce disparities in their policies and practices.

OPHI is a nonprofit organization that is committed to improving equity, honoring diversity and reducing disparities, and we are looking for new team members committed to reaching those goals along with us.

**Overview of Position:** OPHI is seeking an experienced full-time **Community Project Manager** to work closely with our Executive Director and the rest of the OPHI team. We are looking for a candidate who is as passionate as we are about improving health, equity and social justice. This individual will lead OPHI's implementation of Community Transformation as part of Oregon Healthiest State. The **Community Project Manager** will report to the OPHI Executive Director, or his/her designee.

### Responsibilities include:

- Lead activities of OPHI's Community Transformation Initiative as part of Oregon Healthiest State
- Develop and oversee detailed work plan for Community Transformation effort as it builds to scale
- Manage and supervise key staff working on Community Transformation effort.
- Collaborate with partners and subcontractors, maintaining clear communication and leverage of cross-organizational efforts
- Develop and maintain current knowledge of national, regional and local initiatives focused on community health improvement, including pilots and emerging strategies
- Write, solicit and disseminate news updates about innovative strategies that work
- Assist with proposal writing and grant reporting
- Cultivate collaborative relationships with partner organizations, stakeholders, including policy makers

We are looking for someone with at least 5 years of experience leading complex, evolving projects from development and design through implementation in the areas of public policy, public health, urban planning, or a related field. Demonstrated experience working across sectors and building collaborative relationships is critical.



Periodic travel is required throughout Oregon. Starting salary range is \$70,000+ based on experience. Medical, dental and TriMet benefits are included.

More information about OPHI can be found at [www.ophi.org](http://www.ophi.org). Candidates should submit an application consisting of a current resume/CV, writing sample and cover letter describing why you are drawn to this position.

Materials must be received no later than 5 p.m. January 19<sup>th</sup> in order for consideration in the first round of review.

Send application materials to Karli Thorstenson via email to [Karli@ophi.org](mailto:Karli@ophi.org) or by postal mail to Oregon Public Health Institute, 310 SW 4th Avenue, Suite 900, Portland OR 97204.

OPHI is an Equal Opportunity/Affirmative Action Employer.