



JOB DESCRIPTION: SENIOR PROGRAM MANAGER, ADULT LEARNING

CommonHealth ACTION seeks to invest in a dynamic and energetic **Senior Program Manager, Adult Learning**, who will support our expanding program portfolio including but not limited to: develop and oversee day-of-day management of curricula for leadership development programs; design and develop learning technology solutions; apply creative approaches and instructional methodologies for the design, development, implementation, and evaluation of learning content (e.g., custom eLearning, video, simulation); support for the development and expansion of the Equity, Diversity, and Inclusion Training Institute and curriculum.

INSTRUCTIONS

To apply for this position, candidates must **click here and follow these instructions to upload a resume and cover letter**. Files should be named using this convention: **Last name, First Name-Resume** and **Last Name, First Name-Cover**.

Should you have problems uploading your documents, please send an email to hr@commonhealthaction.org. *NOTE: Failure to follow these directions may result in disqualification of your application. Do not email your documentation; it will not be reviewed if it is not uploaded as requested. **We have extended the deadline to upload all documents to 11:59 pm, Wednesday, September 13, 2017. Projected Start Date: October 9, 2017.***

ABOUT THE ORGANIZATION

CommonHealth ACTION is a national public health organization that develops people and organizations to produce health through equitable policies, programs, and practices. Our vision is an America in which all people have equitable opportunities and neighborhood conditions to achieve their best possible health.

At CommonHealth ACTION, we believe that health is a production of society. Our program focus areas include Equity, Diversity, and Inclusion curricula, training, and education; leadership development; and planning and implementation support. Please visit www.commonhealthaction.org for more information about our work.

POSITION DESCRIPTION

The Senior Program Manager, Adult Learning, will design, manage, and implement projects for diverse clients with whom we work to map, make, manage, measure, and master change. This position requires interpersonal, analytical, organizational, and communications skills as well as the ability to exercise discretion, independent judgment, and political acumen.

IDEAL CANDIDATE: You hit the ground running. You thrive on creating order and structure while recognizing that change for people and organizations is rarely a linear process. As such, you are able to read and react to real-time situations, assess when people are confused, resistant, or otherwise getting “stuck,” and you take action necessary to get them moving in the right direction. While others may complain, you tend to focus on problem-solving and solutions, not just because you are optimistic, but because you can see the bigger picture even when the entire team may be stuck in the weeds. You are a self-directed and curious learner who is generous with your counsel to others while being open to new perspectives and experiences. You are comfortable working in a fast-paced environment on various programs and have the inherent flexibility to do that well. You are an

effective verbal communicator. Not only are you articulate, you are comfortable speaking up and speaking out; you use good judgment on when to do both; and you are effective speaking extemporaneously.

You have experience interfacing with adult learners, developing curricula, and delivering training for diverse audiences. You are organized, focused, and attentive to detail; you manage risk and timelines effectively while communicating proactively and regularly with teams and clients. You bring critical thinking and analysis to systems and content, act as a thought partner to multiple people and teams, have strong written and verbal communications skills, and appreciate constructive feedback as a mechanism for professional development and personal growth. You have an understanding of and commitment to the principles of equity, diversity, and inclusion as well as the production of good health for all people. As an insightful leader, you are adept at building and maintaining healthy and productive relationships.

GENERAL RESPONSIBILITIES

The following reflect the major areas of responsibility for this position. Tasks include (but are not limited to) the duties outlined. Candidates will also be required to complete other duties as assigned.

Curriculum Design, Content Development, and Learning Systems

- Develop online and in-person curricula and training modules independently or with a team.
- Design and develop learning technology solutions
- Apply creative approaches and instructional methodologies for the design, development, implementation and evaluation of learning content (e.g., custom eLearning, video, simulation).
- Review learning needs and recommend solutions to achieve outcomes using the most efficient and effective delivery methods for learning.
- Collaborate with Subject Matter Experts to understand basic content and learning requirements, and produce storyboards and other design documents to illustrate learning treatment.
- Develop multimedia and web-based learning interventions using eLearning authoring and video editing tools.
- Select or develop supporting learning materials, including handouts, workbooks, manuals and other resources
- Identify strategies to measure and evaluate training program effectiveness.
- Develop strategies for mobile/social learning and identifies necessary products, budgetary needs, and their user requirements.
- Identify and implement best practice and emerging instructional technologies.
- Develop and manage the organization's Learning Management Systems and related databases.
- Optimize the use of existing content delivery and management technology.
- Identify topics, data, and resources to develop, refine, or customize training experiences.
- Support facilitation of group processes, training, planning, and adult learning activities, independently or with a team.
- Facilitate the development, deployment, and communication of training videos, audio recordings, webinars, mobile applications and other training media.
- Provide guidance on asynchronous learning design and development to content developers and subject matter experts.
- Provide adult education and learning systems technical expertise to team members.
- Conduct and coordinate environmental scans that identify needs, trends, and best practices in the adult education/learning field to support programmatic goals.
- Maintain connections to appropriate professional organizations to remain current in technology and educational trends.

Project and Team Management

- Lead and manage the day-to-day activities of the curriculum development team, projects, and clients.
- Assist in developing and managing project timelines to ensure timely and high-quality deliverables.

- Assist in managing contractors or consultants.
- Aid in building and maintaining effective working relationships with clients and external partners.
- Adhere to administrative and recordkeeping guidelines to support accurate bookkeeping and documentation of activities.
- Collaborate with program teams to support implementation of participant projects.
- Support the education and professional development of team members in the areas of learning design and technology.
- Serve as resource advisor to team members.

Information Design and Communications

- Write online content for commonhealthaction.org and social media in support of organizational and programmatic communications strategies.
- Contribute to the development of presentations, brochures, and other materials for use during program-related activities and for presentation at professional conferences.

Organizational Strategy and Development

- Participate in long- and short-term program development and planning, including design and evaluation.
- Contribute to organizational strategy, business model development, and planning activities.
- Engage in relationship-building with other organizations and individuals, independently and with a team.

EMPLOYMENT STANDARDS & CONDITIONS

EDUCATION, EXPERIENCE, AND PERSONAL AFFECT: Bachelor's degree with equivalent job experience in adult education, instructional design, or related field. Master's degree preferred. Strong candidates will have a minimum of 18 years' professional work experience that demonstrates progressive responsibility.

- Strong understanding of public health and the production of the public's health.
- Experience with and/or understanding of leadership development methodologies.
- Advanced understanding of equity, diversity, and inclusion concepts, including both theory- and practice-based knowledge.
- Experience required in developing instructor-led, technology-based, and blended training.
- Experience managing projects, programs, or components thereof from start to finish.
- Ability to take initiative, solve problems, and manage simultaneous deliverables.
- Track record of developing curricula and delivering training to diverse audiences.
- Experience in leadership development training programs a plus.
- Versatility and strength in both written and verbal communications.
- Willingness to engage in continuous learning and training.
- Professional and political acumen, diplomacy, and tact.
- Positive, collaborative, compassionate, and solutions-focused temperament.

TECHNOLOGY SKILLS:

- Microsoft Office: Word, Excel, Access, PowerPoint, Outlook, Publisher
- Adobe: Creative Suite and Captivate preferred
- Proficiency in digital multimedia applications and technologies including but not limited to vector illustration, photo editing, audio editing, video editing, animation, video effects, interactive media.
- Experience with Learning Management Systems (LMS) and Learning Content Management Systems (LCMS) strongly preferred.
- Ability to learn new software and systems as needed

TITLE: At the time of this posting, the position title is *Senior Program Manager, Adult Learning*. CommonHealth ACTION is a growing organization and while the exact title of this position may change during the hiring process, the nature of the position and the associated responsibilities are accurately reflected above and will not change significantly.

JOB CLASSIFICATION: Exempt.

REPORTING RELATIONSHIP: Vice President

HIRING SALARY RANGE AND BENEFITS: **\$87,000 – \$97,000**; Salary is contingent upon available funding and is commensurate with experience and qualifications. CommonHealth ACTION offers a competitive benefit package with annual leave, health/dental/vision/life insurance, and retirement contributions (403B).

TRAVEL: Local and national travel (approximately 20%–40%) are required. Travel is typically for short-term client-based meetings, trainings, and conferences. Travel duration typically ranges from one day to one week per trip and trip frequency varies by program and client needs.

NON-DISCLOSURE, NON-COMPETE, AND INTELLECTUAL PROPERTY AGREEMENTS: Employee will be required to sign the aforementioned agreements as a condition of employment.

JOB LOCATION: Washington, DC. Although regular office presence is required, telework, and flexible hours are part of our organizational norms and culture.

CommonHealth ACTION values a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, and partners. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.