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Project Manager (Full time)

Vital CxNs (“vital connections”) is a start-up 501(c)(3) nonprofit organization that takes a grassroots approach to forging partnerships that advance equitable health outcomes. We are driven by our mission of partnering with communities to co-create a more accessible, effective, and equitable health ecosystem through convening cross-sector stakeholders, leveraging critical resources, and investing in data-driven, locally-sustained community health infrastructure. Currently, our community-driven approach, rooted in our four core values of equity, partnership, reliability, and transparency is focused on the areas of food access, maternal health equity, mental health, and community-based health and wellness.

Radical change makers who share our love of work rooted in relationships and are excited to reimagine a new model of community health are invited to apply.

Job Summary:

The project manager will manage and execute project-related activities from inception to conclusion across the following initiatives: mental health, clinical-community partnerships, food access, and fee-for-service contracts. This is a full-time, exempt position.

Key activities:

- Oversee project-related activities to ensure successful execution and alignment with project goals, including maintaining timelines and managing project partnerships.
- Coordinate and facilitate meetings with cross-sector stakeholders and community partners.
- Supervise interns and community ambassadors on the implementation of project-specific activities, including work plan oversight and the identification of workforce development opportunities.
- Support the organization’s training and technical assistance opportunities, including the development of materials and toolkits as needed.
- Implement the organization’s evaluation strategy across all projects, including data collection and analysis.
- Assist in the preparation of grant proposals and reporting requirements.



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Qualifications:

- Passion for advancing health equity via the mission and vision of the organization.
- 3-5 years of professional experience in the field of community health and/or health equity.
- Experience in project management, particularly in a community health or non-profit setting.
- Experience with supervising entry-level staff preferred.
- Strong organizational and coordination skills with the ability to multitask effectively.
- Excellent communication and interpersonal skills for building partnerships and engaging stakeholders.
- Exceptional writing skills to support the development of project materials, reports, and strategic communications.
- Strong facilitation skills in both community-based settings and for cross-sector convenings.
- Ability to work independently and as part of a team in a fast-paced environment.
- Ability to work in a remote setting and efficiently use digital tools.
- An understanding and readiness for the culture of a small, non-profit start-up.
- Fluency in other languages is preferred.

Hours: This is a full-time, exempt position.

Location: This is a hybrid position. The candidate must be able to work remotely and in person in Boston, Massachusetts.

Salary: \$75,000-90,000 commensurate with skills and experience

To Apply: Please email your resume and cover letter to apply@vitalcxns.org. Please save your documents as follows: "LastName_Resume", "LastName_CoverLetter".

Deadline: May 10th, 2024 or until the position is filled. Applications will be reviewed on a rolling basis.