

Title: Program Manager

Duties:

Education & Participant Programs:

- In support of Program Director, project-manage a national and international portfolio of Planetary Health (PH) education and travel contracts and opportunities for students, professionals, and investors to engage with Planetary Health Exchange Program, including University Field Courses, University Professional Exchanges, and Journey to Borneo fundraising trips.
- Work with national and international universities to assess and develop catered virtual and travel education programs and evaluate their course objectives and materials to align with PH curriculum and experiential education.
- Continually develop and improve internal processes and systems in order to provide high-quality programs, including international partnership management for launch of new sites.
- Review program policies and procedures, focusing on Duty of Care to align with national and international university standards, and support travel logistics.
- Develop and update PH curriculum, marketing collateral, resource materials, and websites and host virtual education in PH.
- Implement Monitoring & Evaluation (M&E) systems to measure participant experiences and learning objectives, coordinating with Program Director and M&E Specialist as needed on data collection, dissemination, and processing.
- Continually monitor, review, and participate in planetary health, public health, and conservation journals, webinars and trainings, and follow trending topics and methodologies in the field to integrate into the PH program.
- Represent HIH to external actors in governments, UN/NGO, networks, conferences, and media.
- Work with Indonesian, Malagasy and Brazilian program partners to determine long-term priorities, schedule participants' activities, and jointly realize the success of all programs.
- Up to 25% international travel.

Radical Listening Program:

- Recruit and train program participants, social entrepreneurs and for-profit entities in Radical Listening, virtual and in-person, and provide a variety of instructional techniques to cater to different age groups and didactic styles to support retention.
- Develop and innovate Radical Listening Training curriculum, virtual and in-person, including web-based and in-person training medium, payment structures, and educational protocol to align with the latest research.
- Research and execute opportunities to expand HIH influence through promotion of Radical Listening as a grounded methodology for development and community-led interventions.
- Develop and implement M&E protocol to measure participants' learning outcomes.

Other duties as assigned:

- Manage Program Coordinator intern;
- Manage and monitor program budgets;
- Support training of additional staff as needed in Radical Listening and Planetary Health education programs;

- Edit and review grants;
- Represent HIH at conferences and events;
- Support communications and fundraising priorities.

Minimum Requirements: Bachelor's degree, or foreign equivalent, in Education, Training & Development, or closely related field of study; and 2 years of relevant non-profit international program management experience. The experience must include two-years in each of the following skill and knowledge areas, which may have been gained concurrently:

- Demonstrated coordination, leadership and organizational skills to build relationships across functions and departments.
- Demonstrated oral and written cross-cultural communication skills (external representation level).
- Demonstrated experience with transversal project management.
- Demonstrated experience utilizing research methodology and literature review.
- Experience teaching or working in low- or middle-income countries.
- Demonstrated experience in streamlining work processes.
- Experience working in education and academic settings.

Job details:

- Full-time, remote position at Health In Harmony Inc. ("HIH").
- HIH Portland administrative office is located at: 1212 SW Upland Drive, Portland, OR 97221.
- Up to 25% international travel.

Send resume to: Program Director, HIH, PO Box 96176 Portland, OR 97296.