

Health Professionals for a Healthy Climate is seeking a full-time contract Program Manager: Applications due September 10, 2021.

Health Professionals for a Healthy Climate

Health Professionals for a Healthy Climate (HPHC) is an interdisciplinary organization of over 500 health professionals across the state of Minnesota focused on protecting and improving human health by promoting climate health. We educate health professionals, the public, and policymakers about the impacts of climate on health, and advocate for policies and institutional changes that address climate change mitigation and build resilience to protect public health. We promote a climate equity policy agenda that dismantles existing environmental racism, creates a just and equitable transition to a carbon-free economy, and prioritizes investment in BIPOC communities to create climate resilience and healthy lives and communities. HPHC represents a wide array of health professions, including public health, environmental health and sustainability experts, nurses, physicians, academics, allied health workers, and more. HPHC also sponsors and engages in collaborative work with a student-led affiliate group, Health Students for a Healthy Climate. HPHC's work is led by a four-person Executive Committee and a ten-member Advisory Committee.

Program Manager Contract Position

We are seeking an experienced program manager/organizer who can help HPHC build organizational capacity to advance our work in protecting public health from climate impacts. The Program Manager will work with a small team of highly skilled and experienced volunteers and recruit additional health professional volunteers to carry out our education, outreach, media and advocacy work. The Program Manager will be responsible for engaging HPHC's health professional network via training sessions & webinars, organizing events and policy advocacy, independently and in partnership with coalition members and health care organization partners.

SCOPE OF WORK. The essential functions of the work include, but are not limited to:

- Manage the HPHC membership, including: responding to member inquiries, meeting and communicating with new members and partner organizations, maintaining the membership list, creating individual donor campaigns, and coordinating speaking engagement requests.
- Collaborate with the Executive Committee to develop an annual Strategic Plan, which describes goals, tasks and roles and responsibilities.
- Work closely with HPHC Committees (Executive, Policy, Education, Fundraising, Climate Justice) to carry out HPHC's strategic plan.
- Work with the Executive Committee to develop and implement a Communications Plan to include digital and earned media strategies focused on our campaigns: Clean Cars, Line 3, 100% Campaign and Climate Accountability.
- Maintain the web site, digital action tools and HPHC-branded materials.
- Work with the Education and Conference Committees to develop and implement an education plan to include: webinars, trainings, publications and conferences.

- Maintain and update HPHC materials, including: Resources Toolkit, Fact Sheets, and other on-line resources.
- Organize health professional outreach events in Duluth, St. Cloud, Rochester and other locations as opportunities arise.
- Develop health professional volunteers as public leaders via training, coaching and feedback.
- Develop relationships with other health professional organizations and partner with them on education and training events focused on climate and health.

PREFERRED EXPERIENCE & EXPERTISE

The Program Manager should have at least one year of experience with issue, policy advocacy and/or electoral campaigns that use grassroots organizing as a central strategy, and have:

- Expertise in health, public health, environmental studies or a related field, or relevant experience working in healthcare or environmental sustainability field.
- Experience using social media and organizing tools to educate and activate groups/members.
- Demonstrated written and oral communication skills and public speaking ability.
- Excellent knowledge and background in public health, climate change, environmental health, or related fields.
- Demonstrated ability and effectiveness working with volunteers and building & sustaining volunteer, political, and professional relationships over time.
- Ability to lead & motivate people – including individual leaders, organizational leaders, and elected officials – to take effective action.
- Ability to work in teams and manage multiple tasks in a fast-paced work environment that demands personal accountability, follow-through, and ability to meet deadlines.
- A passion for and commitment to both climate solutions and racial, gender, & economic justice.

COMPENSATION/BENEFITS/OTHER INFORMATION

The Program Manager is a full-time contract position for up to two years. Compensation for this position is \$55,000, including paid time off. HPHC is an equal opportunity organization committed to workforce diversity.

HOW TO APPLY: Send cover letter, resume and contact info for three references to: Kathleen Schuler, keschuler47@gmail.com by September 10, 2021. Contract position will remain open until filled.