

Health Equity Programs Manager

Bradbury-Sullivan LGBT Community Center is a non-profit organization that provides cultural, community-building, health, youth, and Pride programs to strengthen and support the LGBTQ+ community across the region. Founded in 2014 and opened in 2016, Bradbury-Sullivan LGBT Community Center has become a leader in advocating for the health and social needs of LGBTQ people while addressing barriers to care.

Position Summary: The Health Equity Programs Manager is responsible for implementing The Center's vision of an innovative, sex-positive, and data-driven program to address LGBTQ+ health disparities in the region. This position works collaboratively as part of a team. Based on a thorough understanding of LGBTQ+ health disparities, the Health Equity Programs Manager works with the Director of Programs, Research, & Evaluation to ensure that high-quality, inclusive programs are implemented and intended results are achieved. The Health Equity Programs Manager is responsible for administration of grants that fund health programs and supportive services, which includes program supervision, expense tracking, data tracking, and invoicing. This position currently supervises 7 direct reports (5 of which are temporary, grant-funded positions) and reports to the Director of Programs, Research, & Evaluation.

Key Responsibilities:

- Responsible for conducting the full-range of activities required to develop, plan, and implement health equity programs and supportive services at Bradbury-Sullivan LGBT Community Center
- Develop and continuously update health information posted to the organization's website, social media, and outreach materials in partnership with our graphic designer and communications manager.
- Administer grant-funded tobacco prevention and cessation programming – which includes management of program staff and budget; participation in coalition meetings; and assisting program staff with grant deliverables including direct outreach, community education, and policy implementation
- Administer all grants that come to the center for health programs and supportive services. Our current focuses include sexual health, cancer screenings, healthcare enrollment assistance, and COVID-19, in addition to tobacco
- Stay up to date about trends in LGBTQ+ health through professional development and networking opportunities, and conferences
- Provide staff support for the monthly mental health clinicians consultation group meeting at Bradbury-Sullivan LGBT Community Center and maintain referral relationships with participating providers
- Maintain and update a full resource and referral guide for connecting LGBTQ+ community members to affirming service providers to meet mental health, physical health, social services, and other needs
- In collaboration with the Data & Evaluation Manager, ensure that program data is collected as needed for internal and external needs.
- Attend staff meetings as scheduled
- Additional duties as assigned

Qualifications and Characteristics

- Energy, enthusiasm and motivation to address LGBTQ+ health disparities through programs, direct interventions, and research
- Content expertise in LGBTQ+ health, including social determinants of health and barriers to care
- Passionate learner who is motivated to take on new challenges
- Comfort with public speaking, presentations at conferences and in front of large audiences, cold-calling, and direct community-based outreach
- Strong analytical, writing, and organizational skills, including attention to detail
- Ability to work well independently and as a member of a team in a fast-paced, deadline-driven environment, and be able to prioritize and manage multiple tasks effectively and efficiently
- Prior experience in working with historically underrepresented and marginalized communities
- Demonstrated track record of setting and achieving goals

Requirements

- Cultural competency around LGBTQ+ communities, including at the intersection of race/ethnicity, gender, and disability is essential.
- A passion for LGBTQ+ health equity and LGBTQ+ human rights is essential.
- Bachelor's degree or commensurate experience required; relevant work experience in lieu of a degree is acceptable.
- Experience with community-based health promotion work
- Understanding of health disparities and the framework for health equity
- Skilled in use of Zoom and Google apps including Sheets, Docs, Forms, and Slides
- Child Abuse, State Police, and FBI background checks are required for this position.
- This position may be called on to drive to different locations across Eastern Pennsylvania; a driver's license and personal vehicle is required.

Preferences

- Masters or graduate-level degree in public health, social work, or public policy
- CHES or CPH or related certification or experience
- Spanish-language spoken and written proficiency is preferred but not required
- Previous experience with a nonprofit organization

Benefits/Compensation

This is a full-time position with a salary range of \$43,000-46,000 annually. Salary will be offered for this position based upon the successful candidate's prior experience. Bradbury-Sullivan LGBT Community Center offers health, dental, vision, life, short-term and long-term disability insurance and offers an SEP/IRA retirement plan, credit union access, and vacation time. Excellent working environment in downtown Allentown, PA within walking distance of numerous restaurants and cafes, arts and culture organizations, and more.

Our goal is to be a workplace that is representative of the community we serve. Bradbury-Sullivan LGBT Community Center has a non-discrimination policy and we welcome applications from lesbian, gay, bisexual, and transgender people, Black, indigenous, and other people of color, people living with HIV, people with disabilities, and women. Bradbury-Sullivan

LGBT Community Center is a ban-the-box organization. If you are a member of an under-represented community, you are encouraged to self-identify in your cover letter. The candidate who best meets the job qualifications and needs of the organization will be selected for the position.

The position is open immediately and applications will be considered on a rolling basis. To apply for this position, please email your résumé, a responsive cover letter, a writing sample and list of three references as ONE document in PDF format to: Sharon Brotzman, Administrative Manager, Sharon@bradburysullivancenter.org.