



Job Opportunities

The National Healthy Start Association is partnering with AMCHP and CityMatCH on a position to support and assist AMCHP's Associate Director for Women's and Infant Health with the Infant Mortality Collaborative.

Title / Description: Women's and Infant Health Program Manager

This position supports and assists the Associate Director for Women's and Infant Health in the development, implementation and evaluation of program activities related to women's and infant health including support for a joint AMCHP – National Healthy Start Association – CityMatCH project addressing the root cause of infant mortality disparities (the Infant Mortality Collaborative.)

Principal Duties

Infant Mortality Collaborative

- Support and implement activities related to the Infant Mortality Action Learning Collaborative.
- Establish and/or maintain relationship with partner organization(s) to include the National Healthy Start Association and CityMatCH.
- Provide leadership, facilitate communication and serve as primary contact for team members at state-level health departments and organizations.
- Develop, coordinate and conduct technical assistance calls in response to state team needs.
- Participate in the development and implementation of meetings, forums and other skills building opportunities.
- Develop and implement project plan and evaluation.
- Prepare issue briefs, fact sheets and other documents of related to the Collaborative
- Perform other duties as assigned.

Women's and Infant Health

- Assist Associate Director for Women's and Infant Health in developing and implementing project work plans.
- Track, analyze and report on national and state best practices and policies related to women's and infant health.
- Prepare issue briefs, fact sheets and other documents of importance to the MCH field.

- Participate in the development and implementation of meetings, forums and other skills building opportunities.
- Assist Associate Director for Women's and Infant Health in establishing and maintaining relationships with key national groups and federal agencies.
- Facilitate communication of pertinent issues to AMCHP members via newsletter, e-mail, website, and informational conference calls.
- Provide administrative support to the Healthy Women, Healthy Mothers, and Healthy Infants team.
- Provide staff support to AMCHP committees, regional directors and project workgroups.
- Support the development of grant proposals and progress reports.
- Perform other duties as assigned.

Job Specifications

- **Knowledge:** General knowledge of public health theory, policy and practice. Knowledge of women's and infant health issues and factors affecting health status such as access to and quality of care, racial/ethnic and socioeconomic disparities, tobacco use, nutrition/physical activity, violence, mental health issues and HIV. Basic knowledge of U.S. maternal and child health and health care systems and related legislation a plus.
- **Skills:** Demonstrated experience in basic research, project management and implementation. Excellent verbal and written communication and organizational skills are essential. Experience in group facilitation, professional presentations as well as research and analysis encouraged. Proficient in Microsoft Office (Word, Excel, Power Point, Outlook and Access) and Internet.
- **Abilities:** Requires the ability to work independently as well as in a team environment; ability to develop and manage tasks for several projects concurrently; ability to represent AMCHP as a partner with national, state and local organizations. Some travel required.

Education/Experience

- Knowledge, skills and abilities typically acquired through a Master's degree or certification in public health or a similar field, but three to four years of domestic MCH or broad public health experience may be substituted for the degree.
- Experience working in a public health association or health department (local, state or Federal) is desired, but not required.

To apply, please send cover letter and CV to [Adriana Houk](#) at AMCHP. For more information relating to the NHSA and this position, contact Carlton Purvis, cpurvis@nationalhealthystart.org or 202-296-2195.