

**Program Manager  
July 2008**

Established statewide non-profit in Raleigh, N.C. is seeking qualified applicants for a new created Program Manager position. Full-time position reports to the Director of Programs.

We're looking for a creative writer who can manage a budget and staff. A team leader and a team player. A person with vision who can also get the job done. Some travel in N.C. required.

**Responsibilities:**

- Develop and manage scope of work and budget for educational campaigns and other projects
- Supervise program coordinators and program assistant
- Convene project teams
- Represent the agency at meetings, conferences, exhibits
- Develop new women's health initiative and convene advisory group
- Write/edit educational materials and messages
- Manage design for print materials
- Develop Web-based tool kits for community education
- Develop media scripts and storyboards
- Enhance usefulness and content of agency Web site
- Assure Web content is updated

**Qualifications:**

- Masters degree in communications, marketing or related field
- Experience with social marketing a must
- Minimum of 5 years experience in an upper-level position
- Supervisory, planning, evaluation and budget management experience
- Experience working with racial/ethnic communities
- Knowledge of Web-based communications, on-line education and training a plus
- Familiarity with women's health issues preferred
- Bilingual (English/Spanish) a plus

**Compensation:** Mid-fifties a year with full benefits.

**Send resume by August 15, 2008 to: [jobs@ncealthystart.org](mailto:jobs@ncealthystart.org)  
(Write PROGRAM MANAGER in the subject line) or:**

**Job Search – Program Manager**  
North Carolina Healthy Start Foundation  
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