



## Program Manager Job Description

Join us on a transformative journey towards empowering youth and building resilient communities through collective action. [Hopeful Empowered Youth of Greater Cincinnati](#) (HEY!) is a cross-sector, multi-stakeholder effort focused on revolutionizing the way youth mental well-being is supported across the region.

Following the hiring of its first Executive Director in August of 2024, HEY! is hiring two additional Program Manager staff to help accelerate the initiative's transition from development to implementation of its [strategic plan](#). In partnership with the Executive Director and a diverse range of partners including community organizations, healthcare providers, educational institutions, government agencies, and youth advocates, the Program Managers will play a critical role in catalyzing collaborative action and enabling the success of the initiative.

HEY! is in start-up mode, and so in addition to a strong professional skill set, the Program Managers must bring a bias for action, an ability to navigate ambiguity, and a flexible work-style with a "no job too big or small" mindset. Program Managers must also have strong relational skills and an ability to work with and influence a wide range of stakeholders. In particular, the Program Managers must practice humility in working with youth and a willingness to be youth led.

HEY! is comprised of multiple collaborative tables, including a Steering Committee, a Youth Fellowship, and 5 different working groups. A primary component of the Program Managers' roles will be to provide direct project management and strategy implementation support to two or three of HEY!'s working groups:

- Communities and Caregivers
- Schools
- Treatment
- Data
- Policy

The Program Managers are expected to bring experience in one or more of these areas, particularly in relation to youth engagement and/or mental well-being. The specific focus of each Program Manager role will be determined by the combined experience, skill set, and interest of both Program Managers.

Join us in making a lasting impact on the lives of young people and creating communities where every individual can thrive. Together, we'll unlock the potential of collective action to transform the landscape of youth mental well-being and pave the way for a healthier, more resilient society.

## Program Manager Responsibilities

(60%) Provide leading **project management and implementation support** to two or three of HEY!'s working groups, including but not limited to:

- **Partnering with working group co-chairs to maintain a high-level plan** for each working group, including tracking key activities/strategies, topics for upcoming meetings, and emerging opportunities and areas of needed support from other HEY! bodies and partners.
- Support **meeting preparation, facilitation, and follow up**, including drafting agendas and materials, taking meeting notes and supporting facilitation during meetings, attendance and engagement tracking, and drafting follow up meeting summaries to working group members.
- Support **implementation of working group strategies** in partnership with working group co-chairs and members. Strategy support might include initiative design, planning and operations management, research, creation of materials/collateral for community engagement, communications, and outreach and engagement with partners.
- Provide **administrative support** to working groups, for example scheduling and calendaring meetings and maintaining shared files and resources.
- Support **monitoring and data gathering** as relevant to each working group.

(20%) Provide **ad hoc support** to other HEY! bodies, such as the Steering Committee and initiative-wide efforts (e.g., public events, communications, fundraising).

(20%) Serve as a **partner and liaison to the Youth Fellows** for the working groups and other HEY! initiatives. This might include:

- Preparing Youth Fellows for working group meetings.
- Partnering with Youth Fellows on specific strategies or activities.
- Maintaining ongoing communications with the Youth Fellows to share how their leadership is meaningfully incorporated.

## Ideal Skills and Experience

- Demonstrated commitment to equity and addressing inequities and/or experience working with marginalized groups, especially among youth.
- A deep belief in the expertise and leadership of youth, and familiarity with youth-led and youth-centric approaches.
- Interest in the mentorship and development of young people, and ability to listen to and respect young people's input and experiences.
- A minimum of 3 – 5 years of project or program management, or similar professional experience.
- Adaptive and proactive workstyle and willingness to flexibly support the needs of the initiative as they evolve.
- Eagerness to work in a start-up environment, including an ability to navigate ambiguity, creatively and independently solve problems, and take initiative.
- Ability to manage multiple priorities with high attention to detail and follow through.
- Ability to cultivate meaningful relationships and build trust with individuals and among diverse groups.
- Strong information technology skills including high level of proficiency with MS Office, document management platforms, CRM / contact tracking systems, and project management tools.
- Experience and comfort with public speaking and meeting facilitation.

- Some content knowledge and expertise in systems relevant to HEY!'s focus on youth mental well-being, such as healthcare, education, policy, social services, and/or non-profit operations.
- Commitment to the mission, purpose, and articulated strategy of HEY!, including an understanding and desire to address youth mental health; notably a commitment to the researched, upstream protective factors that drive mental well-being.

## **Position Details**

HEY! Greater Cincinnati is a community-wide coalition of community groups, healthcare providers, educators, policymakers, families, and most importantly, young people themselves, working collaboratively to create a community that supports the well-being of all youth. HEY's infrastructure includes an Executive Committee, Steering Committee, Youth Fellowship, Funder Collaborative, and five Working Groups. The Program Managers will work across these bodies, but will fully report to the Executive Director.

InterAct for Change (a wholly-controlled subsidiary of Interact for Health) is serving as the administrative home for HEY! Greater Cincinnati and will employ the backbone staff and provide office space and basic administrative support. InterAct for Change offers a generous benefit package, including Group Health, Dental, and Vision Insurance, Group Term Life Insurance, Short- and Long-Term Disability, Retirement Plan 401(k), Flexible Spending and Health Savings Account Plans, Education Assistance, generous Paid Time Off, and more.

The salary range for this role is \$70,000 - \$90,000 based on qualifications and experience.

To apply, please send a cover letter and resume to [info@hopefulempoweredyouth.org](mailto:info@hopefulempoweredyouth.org). The deadline for applications is November 7.

For questions, please contact Clare Zlatic Blankemeyer at [clare@hopefulempoweredyouth.org](mailto:clare@hopefulempoweredyouth.org).