



**National Association of Counties
Program Manager, Health**

The National Association of Counties (NACo) in Washington, D.C., announces an opening for a Program Manager. The program manager duties include a variety of professional assignments aimed at informing, educating and assisting county officials across the United States who are building healthier counties.

This position requires an individual who is a self-starter, organized, detail-oriented and can manage multiple tasks and projects simultaneously. Applicants must have experience with and knowledge of health policy, health data and indicators, social determinants of health and local health issues.

This position is wholly dependent on outside funding support. NACo currently intends to continue the position through February 2019, though it is intended and likely to remain beyond that date.

Under guidance of the Associate Program Director for Health, the Program Manager's primary duties and responsibilities include:

- Managing the day-to-day quality, conduct and completion of project deliverables and ongoing relations with foundation partners, other NACo departments and members, as an active part of a team.
- Responding to requests for information; making presentations at national; regional; state and local meetings; initiating peer-to-peer exchanges between and among county officials; disseminating best practices information; and acting as liaison between NACo members, foundations, government agencies, non-profit organizations and corporate partners.
- Conducting research and studies of best practices and developing and writing publications.
- Planning and implementing workshops, mini-forums, presentations and meetings for NACo conferences and providing support for these events.
- Planning, facilitating and completing webinars, news articles and social media campaigns to support relevant project deliverables.
- Coordinating program activities within NACo and with other national, regional and state based organizations to maximize the educational benefits to county governments.

- Representing NACo and the County Solutions and Innovation Department in NACo-wide activities, including conference planning and implementation, membership recruitment and retention, marketing, website updates and maintenance, *County News* articles and contributions, and internal and external meetings.
- Providing staff support for NACo advisory committees and affiliate organizations, as assigned.
- Participating in program development activities, including identifying potential funding organizations; writing grant proposals; establishing project objectives, activities and deliverables.
- Other duties as assigned.
- Some travel is required, estimated at four to six trips per year.

Interested individuals should submit cover letter, resume and salary requirement to resumes@naco.org.

Employees of NACo enjoy a fun and challenging environment with a wide range of competitive benefits. Benefits include comprehensive medical, vision and dental insurance coverage; paid holidays and leave; tuition reimbursement; group life insurance, 401(k) match and pension plans, credit union membership; transportation subsidy; short-term/long-term disability coverage; and more.

NACo and its subsidiaries are equal opportunity employers. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status, or any other basis prohibited by federal, state, or local law.