

Program Manager

Position Summary

The Program Manager provides day-to-day operational leadership for the Allied Health Infection Prevention Framework and supports implementation of all cooperative agreement activities. Working under the direction of the Program Director, the Program Manager coordinates project operations, partner engagement, technical assistance, educational activities, learning collaboratives, evaluation activities, and implementation support to ensure successful execution of the project.

The Program Manager serves as the primary implementation lead, working directly with healthcare organizations, professional associations, academic partners, Tribal healthcare organizations, and allied health professionals to translate CDC Project Firstline guidance into sustainable infection prevention practice.

Primary Responsibilities

- Coordinate daily implementation of all project activities.
- Manage project timelines, milestones, and deliverables.
- Coordinate partner communications and stakeholder engagement.
- Organize Advisory Committee meetings and Learning Collaborative activities.
- Provide technical assistance to participating healthcare organizations.
- Coordinate development, review, and dissemination of implementation resources and educational materials.
- Assist healthcare organizations with adoption and integration of evidence-based infection prevention practices.
- Coordinate pilot implementation activities and collect implementation feedback.
- Support data collection, performance measurement, and evaluation activities.
- Monitor project progress and prepare routine reports.
- Coordinate webinars, meetings, educational events, and continuing education activities.
- Support dissemination through professional associations, healthcare organizations, academic partners, and statewide networks.
- Assist with sustainability planning and expansion of the implementation framework to additional allied health professions.

Minimum Qualifications

- Bachelor's degree in healthcare, public health, respiratory therapy, nursing, education, healthcare administration, quality improvement, or related field.
- Minimum three years of experience managing healthcare improvement or public health projects.
- Experience coordinating multidisciplinary initiatives.

- Experience working with healthcare organizations and community partners.
- Strong organizational, communication, and project coordination skills.

Preferred Qualifications

- Experience with infection prevention, Project Firstline, quality improvement, or implementation initiatives.
- Experience providing technical assistance and facilitating learning collaboratives.
- Knowledge of allied health professions and healthcare delivery systems.
- Experience working with rural, frontier, Tribal, and resource-limited healthcare organizations.
- Experience supporting evaluation and continuous quality improvement activities.