

HEAL Central Valley Project Manager

HEAL Initiative

HEAL Initiative is a two-year global health fellowship at University of California, San Francisco that recruits, trains, and empowers health care workers from the United States and international partners to work in underserved communities. For more information visit, www.healinitiative.org. Additionally, UCSF HEAL is exploring to launch a HEAL program within the state of California in the coming years in partnership with other UC campuses.

Position Overview

The HEAL Initiative is recruiting a one year full-time Project Manager to join our dynamic team. This new role will serve two critical components: (1) Administrative and logistic support in the design of UCSF HEAL across California, (70%) and (2) supporting UCSF's medical education and mentorship efforts in their new regional campus at UC Merced (~30%).

This hire will help plan, manage stakeholders, organize in person and remote stakeholder meetings, as well as carry out important strategic operational duties. An excellent Project Manager is organized and detail oriented, good at multitasking, and comfortable with working with diverse teams.

HEAL Portion Duties and Responsibilities (~70%)

- Organizing, attending, and participating in stakeholder meetings which will shape the design of HEAL's new program in California.
- Synthesizing feedback from diverse stakeholder meetings to advance the design, stakeholder, and project preparation phase for the cohort to launch.
- Co-design and maintain a project management calendar
- Follow up from strategic meetings with internal team and track deliverables
- Documenting and following up on important actions and decisions from meetings.

UC Merced Portion Job Summary (~30%)

We are launching an effort to create an infrastructure for physician faculty educators in a medical education program in collaboration with HEAL. The goal of this work is to help create a pipeline of physicians by engaging clinicians to serve as educators and mentors for medical learners at baccalaureate through medical school and postgraduate levels in the San Joaquin Valley.

This work will be achieved in two phases. The first is to conduct an environmental scan to determine the readiness of community clinics to engage in this effort. The second phase is to identify a community based physician leader to help create and launch the medical and clinical education program.

We are seeking a Project Manager to lead this effort. This includes the following:

- Conduct a needs assessment to understand current state and determine the future course of action and resource needs
- Gauge current community based clinician interest in participating in this effort
- Outline the skill set needed to excel in the areas of teaching and mentoring
- Identify any gaps in resources and/or skills of physician educators
- Create recommendations to address any gaps and share analyses and insights both in writing and verbally for variable audiences
- Develop training plan for existing and new physician educators to maximize their skills
- Draft job description for physician leader
- Manage recruitment, application, and orientation process for physician leader

Qualifications

- Bachelors degree from an accredited college or university
- Deep values commitment to social justice, underserved communities and/or underserved health
- Minimum three (3) years' experience in consulting or project management
- Excellent oral and written communication skills
- Demonstrates strategic-thinking and consulting skills in guiding the organization toward workable strategies and solutions.
- Demonstrates analytical, problem-solving, project planning and implementation skills.
- Able to function effectively independently and as a member of a team.
- Demonstrated ability to develop and implement processes and systems and understand operational implications in a program.
- Excellent organizational skills, analytical, and demonstrated attention to detail.
- Ability to complete work and meet established deadlines in an accurate and timely manner, and to manage short and competing deadlines.
- Demonstrates ability to learn quickly, reason, synthesize and generalize based on information obtained, sound judgment, and the ability to draw unbiased conclusions.

Base location is flexible within California with preference towards the Bay Area or Central Valley (Fresno). Hiring to begin in November/December 2023.

UCSF Application portal forthcoming.