

Job Announcement

Program Manager

Program: Shots for Tots KIDS (Kids Immunization Data System)

Salary: \$56,261

Benefits: Benefits include dental and health care coverage, retirement savings program, vacation, sick leave and parking space allowance or public transit pass.

Job Summary

Working with Shots for Tots Regional Coalition and under the direction of the Program Director, implements a program to market and manage an immunization registry for seven counties in the Sacramento Region.

Minimum Qualifications

Education

BA/BS in Health Care Administration or related field

Professional Experience

3-5 years experience in health care marketing/administration, clinic management or related public health administration; knowledge of health systems and physician practices

Demonstrates experience in:

- IT system deployment, vendor management/oversight, performance analysis, contract amendments/modifications
- Budgeting and work plan development
- Written communication and presentation skills
- Securing and managing grant contracts

Responsibilities and Duties

- Establish an efficient, cost-effective service bureau for managing and marketing a shared immunization database providing timely and accurate data to immunization providers in seven counties
- Secure and manage grant contracts
- Maintain effective liaison with CA Dept. of Health Services Immunization Branch and Public Health Departments within the coalition service area
- Promote positive image of the Shots for Tots Regional Coalition and Community Services Planning Council.

Application Process

Call (916) 447-7063, extension 412 for a job description and application. Candidates must submit an application and current resume with a cover letter describing relevant skills and experience.

Application Deadline: **Open Until Filled**

Please submit applications to: Community Services Planning Council
C/O Shots for Tots KIDS Manager
909 12th Street, Suite 200
Sacramento, CA 95814

The Community Services Planning Council is an Equal Opportunity Employer.