Position Announcement: Project Manager – HIV Prevention

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a full-time individual to manage the Illinois Department of Public Health’s (IDPH) Regional Implementation Group (RIG) grant. Through this grant, PHIMC funds 15-20 organizations to provide a broad array of HIV testing and prevention activities to high-risk clients across Suburban Cook County. The Project Manager will participate in statewide HIV prevention planning activities and work with partner agencies and IDPH to expand HIV prevention services in the region. This position reports to the Director – Quality and Prevention.

PHIMC enhances the capacity of public health and health care systems to promote health equity and expand access to care. Through organizational development, system transformation, fiscal management, and program implementation, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC tackles critical health challenges in partnership with public health departments and other government agencies, community-based organizations and advocacy groups, academic and grant-making institutions, and health care providers and associations.

Duties include the following:

- Provide training and technical assistance support to 15-20 community based organizations
- Conduct bi-annual quality assurance site visits and program observations
- Track and analyze HIV Prevention intervention data for more than 5,000 interventions in the IDPH Provide Enterprise data system
- Lead competitive request-for-proposals processes for funding opportunities
- Oversee contract administration and billing for funded agencies
- Develop quarterly reports and grants for IDPH
- Plan and facilitate Region 8 Quarterly Provider meetings and Region 8 Advisory Committee meetings
- Participate in the Illinois HIV/AIDS Integrated Planning Council as well as the Chicago Area HIV/AIDS Integrated Services Council
- Attend and represent PHIMC at relevant HIV prevention community meetings and events

Required Certifications: IDPH requires the individual in this position to successfully complete the trainings outlined below. This training does not need to be completed prior to applying for or employment in this position.

- Risk-Based HIV Testing with Partner Elicitation & Linkage to Care
- Surveillance-based Services (HIV Partner Services, Linkage/Re-engagement to Medical Care, Linkage to Case management, Risk Reduction Counseling, Medication Adherence Counseling, Partner Elicitation)
- CDC supported Effective Behavioral and Biomedical Risk Reduction Interventions for People Living with HIV (PWHIV)
- CDC supported Effective Behavioral Interventions for HIV-negative Men who have Sex with Men, Injecting MSM (MSM/IDU), People who Inject Drugs (PWID), Syringe Exchange & Harm Reduction Services, High Risk Heterosexuals,
- Program Collaboration and Service Integration: Risk-targeted Hepatitis A & B & HPV Vaccinations, Outreach STI and Viral Hepatitis Screenings, and Phlebotomy Services
Preferred qualifications:

- Master’s degree and two years’ experience in public health or related filed such as health education, administration, policy, planning, or community psychology; or a bachelor’s degree and five years’ experience in managing or coordinating public health programs
- Current certifications in any of the IDPH required trainings listed above
- Experience using the Provide Enterprise System
- A minimum of two years of experience in HIV education and prevention programs, including both program and budget aspects of the work
- Proven ability to work independently
- Flexibility and ability to manage multiple projects
- Excellent interpersonal, organizational, and communication skills
- Experience in community planning or organizing
- Highly proficient with Microsoft Office and general computer skills, particularly Excel

PHIMC is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. Address cover letters to Hiring Committee and email with a resume to jobs@phimc.org with “Project Manager – HIV Prevention” in the subject line. No phone inquiries will be accepted.