

Communities Putting Prevention to Work
a project of Respiratory Health Association of Metropolitan Chicago and
The City of Chicago, Department of Public Health

Job Title: Grant Manager (1 position available)

Overview: The Grant Manager will be the central staff person responsible for collecting necessary data to report on progress, performance, financial status, and job creation for the Communities Putting Prevention to Work project. Competitive salary and benefits commensurate with experience.

Reports To: Audrey Eisenberg, Sr. Director, External Affairs and Administration

Project Duration: 24-month funded project term (Please note: This employment is at will; opportunity for future employment dependent on funding status and job performance).

Starting Date: March, 2010

Status: Full-time, Non-exempt

Position reference number: CPPW 002

Key Responsibilities:

- Ensure timely and complete reporting (quarterly and/or semi-annually) using prescribed CDC measurement rubrics related to project benchmarks.
- Ensure timely and complete reporting on Recovery Act sub-recipient activities, including financial details and project activities

Qualifications:

- Bachelor's degree and 1-2 years relevant work experience
- Advanced computer skills and proficiency with Microsoft Office
- Excellent verbal and written communication skills
- Excellent record-keeping and organizational skills
- Ability and willingness to travel to subcontractor meetings and project sites throughout Chicago by car or public transit
- Ability to prioritize and perform multiple tasks
- Experience working within a multidisciplinary team
- Familiarity with Chicago communities
- Some knowledge of tobacco control preferred
- Background in health policy, school health, or health behavior and health education and/or previous experience in a health-related organization preferred.

Please note: Filling this position is contingent upon being awarded funds under the CDC Communities Putting Prevention to Work program. If awarded, these will be American Recovery and Reinvestment Act funds, and requires compliance with reporting and evaluation requirements specific to the award. Respiratory Health Association of Metropolitan Chicago is fully committed to equal opportunity in employment in accordance with applicable laws and regulations and is an Equal Opportunity and Affirmative Action employer. Respiratory Health Association does not hire persons who smoke, and forbids smoking in the workplace.

To apply: Email résumé and cover letter by March 1, 2010 to cppwjobs@lungchicago.org. Please include the Position Reference Number (above) and your name in the subject line. If you are applying for multiple CPPW positions, please send only one email, but include the Position Reference Numbers for each of the positions for which you wish to be considered in your subject line.