Program Manager

DESCRIPTION
Active Minds seeks an energetic individual located in Pittsburgh, PA, and passionate about student empowerment, public health, mental health awareness, and suicide prevention. The Program Manager is an 18-month, grant-funded position with the potential for extension based on project needs and the availability of funding.

The Program Manager will help Active Minds convene and activate cohorts of student change agents across higher education institutions in Pittsburgh and elsewhere as needed. This person will facilitate and ensure participation in prevention and early intervention campaigns from a network of Active Minds student-led chapters in Pittsburgh, including providing technical assistance, training, and the coordination and planning of local and statewide programming, campaigns, evaluation, meetings and conferences. Key to the success of this work will be the Program Manager’s leadership of Active Minds’ partnerships with students, campuses, city- and statewide public health agencies, community-based organizations, counties, and funders.

The Program Manager will participate in training and orientation for the first 30 days at the Active Minds headquarters in Washington, DC (living expenses covered by Active Minds). For the remainder of the grant period, the Program Manager will work out of the funder’s office in Pittsburgh, traveling to the Active Minds headquarters in Washington, DC, quarterly or as needed.

KEY RESPONSIBILITIES
• Oversee and lead Active Minds’ grant-funded Pittsburgh-wide initiative, including the following objectives:
  o Develop and provide enhanced support (i.e. targeted technical assistance, marketing campaigns, program mini-grants, campus visits, and digital support) to Active Minds chapters at Carnegie Mellon University, University of Pittsburgh, Robert Morris University, Point Park University, Duquesne University, and St. Vincent College.
  o Develop and support a cohesive cohort of Pittsburgh-based student leaders and chapter members with shared goals, activations, or initiatives.
  o Organize a Pittsburgh-based convening for the six Active Minds chapters in this cohort.
  o Work collaboratively with the Active Minds Send Silence Packing® Manager to coordinate a public display of the Send Silence Packing® suicide prevention exhibit in a location determined in partnership with the donors.
  o Pilot a chapter sustainability initiative in partnership with the donors such as stipends for student leaders, fellowships for staff advisors, or other opportunities.
  o Collaborate proactively with Active Minds’ partners on each campus to pilot co-branded and co-facilitated initiatives or events.
  o Participate in donor-led initiatives (such as public appearances, thought leadership, co-authored blogs/articles, Play it Forward Pittsburgh etc).
  o Engage the donors and their advisors in critical project related decision-making.
• Oversee and lead additional grant-funded regional growth initiatives as they arise.
• Collect and track program dissemination and reach, providing progress reports to the funders.
• Implement the organization’s approach to building and supporting a network of individuals and organizations dedicated to student mental health and reducing disparities.
• Build relationships with new and existing local partners.
Conduct broad and intensive outreach efforts to college students serving as mental health change agents across the target regions.

Collaborate with colleagues to provide trainings, capacity-building, technical assistance, and one-on-one support to partners and student-led organizations related to campaign goals and strategies.

Plan and coordinate local programming, campaigns, meetings, and events.

Represent Active Minds with external partners, funders, and media in-person and virtually.

Draft communications and training materials.

**REQUIRED QUALIFICATIONS:**

- Master of public health, social work, public affairs or other relevant field/degree and/or 3-5 years of relevant work experience
- Proven ability to work highly independently as well as a superb member of a team
- Experience in community organizing, facilitative leadership, training, capacity-building or providing technical assistance
- Demonstrated success in organizing and activating young adults and working with partners from diverse backgrounds and sectors
- Comfort with data collection, reporting and program tracking metrics
- Excellent English written and verbal communication skills, including public speaking
- Self-motivated, highly organized, able to work well under pressure as part of a fast-moving team
- Demonstrated commitment to social justice and improving the social determinants of health
- Ability to participate in and travel for extended workdays and some weekends to conduct site visits with diverse campuses and regional meetings as needed.

**Preferred Qualifications:**

- Knowledge of public health programming, theory, models and evaluation
- Understanding and experience with mental health prevention and early intervention
- Familiarity with Pittsburgh’s higher education systems
- Experience with policy advocacy campaigns
- Communications and media experience, including social media
- Possession of a valid U.S. driver’s license, proof of auto insurance, and consistent access to a reliable vehicle

**Location:** Pittsburgh, PA

**Reports To:** Active Minds Director of Programs

This position will require moderate travel around Pittsburgh, to Washington, DC, and otherwise as needed.

**How to Apply:**

Interested candidates should send a brief cover letter and resume to humanresources@activeminds.org with “Pittsburgh Program Manager” in the subject line. No calls, please.

Active Minds, Inc. is an equal opportunity employer.