

Program Manager

Center for Public Health Law Research

The Center for Public Health Law Research (CPHLR or Center) is seeking applications for a Program Manager, a role that supports all operational and tactical functions of the Center. The Program Manager reports to (and works closely with) the Center's Deputy Director, while working with a dynamic team of lawyers and public policy professionals dedicated to using law to improve public health nationally and globally.

The Program Manager will support and manage activities across all Center departments — Law and Research, Communications, Training and Education, Technology, and Finance. The Program Manager will support the development and management of workplans, contracts, scopes of work, budgets, project planning and implementation, time-tracking, grants management, as well as coordinating with Center staff, consultants, and partners to achieve stated goals. Overall, this position will support the management of all Center program staff, budgets, contracts, hiring, program deliverables, and programmatic planning that includes a funding portfolio, training program, curriculum creation, academic writing, education, research, technology, and conference planning.

This position is fast-paced and multi-faceted and requires proficiency in project management, leading a multitude of complex project work plans, skilled time tracking, and managing organizational operations.

ABOUT THE CENTER

The Center for Public Health Law Research (CPHLR or Center) housed at Temple University's Beasley School of Law supports the widespread adoption of scientific tools and methods for mapping and evaluating the impact of law on health. The CPHLR team works by developing and teaching legal epidemiology methods; by researching laws and policies that influence health to support policy development and enactment; and by communicating and disseminating evidence to facilitate innovation. The Center is fully grant-funded by multiple sources. Current and past funders include the Robert Wood Johnson Foundation, the National Institute on Drug Abuse, the World Health Organization, Vital Strategies, National Institutes of Health, Pew Charitable Trusts, Society of Family Planning, Foundation for Opioid Response Efforts, and the Association of State and Territorial Health Officials, among others. Recent Center projects have covered a wide range of public health policy topics, including drug policy, reproductive and sexual health, housing, and preemption, which can be viewed on LawAtlas.org and PDAPS.org.

ESSENTIAL FUNCTIONS OF POSITION

- Coordinate, support, and manage activities across all Center departments – Law and Research, Communications, Training and Education, Technology, and Finance
- Monitor, develop, and implement work plans
- Support grants and contractual management and reporting (pre- and post-award activities)
- Assists with resource management and allocation
- Provide strategic oversight on Center portfolio goals and activities
- Track, analyze, and share data on specific contract deliverables

- Attend, organize, and/or facilitate project meetings
- Maintains confidential information and timekeeping for the Center
- Coordinates with partially and fully remote staff

OTHER DUTIES AND RESPONSIBILITIES

- Participates in project team and all staff meetings
- Contribute to the development of literature reviews and grant proposals
- Other duties as assigned

EDUCATION & EXPERIENCE

Bachelor's degree and at least 4 years of relevant post-graduate research experience.

- 4+ years of project management experience
- 2+ years of program management experience
- 1+ year of public health law experience

An equivalent combination of education and experience may be considered.

Preferred

Juris Doctor degree, Master of Public Health degree, or other related degree

REQUIRED SKILLS AND ABILITIES

- Exceptional management and organizational skills
- Flexibility and adaptability to a fast-paced work environment
- Experience creating and managing complex, multi-year work plans
- Strong interpersonal skills and an ability to work well with diverse partners and team members
- Ability to conduct trainings and presentations
- Ability to contribute to writing and managing grants
- Attention to detail and a strong value for high-quality work product
- Demonstrated ability to multi-task, meet tight deadlines, and work under pressure
- Strong verbal communication skills, along with the demonstrated ability to effectively interact with a diverse population of students, faculty, and staff in a professional manner
- Proficiency with Excel, Dropbox, OneDrive, and web interfaces
- Demonstrated commitment to a diverse and inclusive work environment
- Demonstrated ability to adhere to current and changing policies and regulations
- Ability to work with and adapt to new technologies

Preferred

- Knowledge of University systems including ERA, ERS, Kronos, and Banner Finance
- Grants management and accounting experience (pre- and post-award)
- Ability to conduct literature reviews and write scholarly articles
- Demonstrated ability to manage complex budgeting and budget projections
- Demonstrated interest in public health and law

EQUIPMENT USED

Standard office equipment, Computer/AV equipment

ENVIRONMENTAL CONDITIONS

Standard office – Remote work capabilities

SALARY, HOURS, AND LOCATION

This is a full-time, fully grant-funded position within the T-26 salary grade (<https://careers.temple.edu/hr-resources/our-functional-areas/compensation/salary-structures>) and benefits level (<https://careers.temple.edu/hr-resources/our-functional-areas/benefits-administration>).

This is currently a hybrid position, which is mostly remote, but may require that the selected candidate report to the CPHLR office at the Beasley School of Law, Temple University in Philadelphia, PA, a few times a year, as needed. There is permanent CPHLR office space available at Temple University if working on campus is preferred.

ADDITIONAL INFORMATION

For more information on CPHLR and to view examples of the research produced by the Center, please visit: <https://phlr.org/>, <https://lawatlas.org/>, and <https://pdaps.org/>.

TO APPLY

Please apply to this position through Temple University's Employment Opportunity Website: https://temple.taleo.net/careersection/tu_ex_staff/jobdetail.ftl?job=24000381&tz=GMT-05%3A00&tzname=America%2FNew_York. If you have any questions, please email Deputy Director Lindsay K. Cloud at Lindsay.cloud@temple.edu.

Note: This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position.

Compliance statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments which their essential functions cause them to interact.