

Converge: Partners in Access
Program Manager
Hybrid position: Mississippi home-base required



WHO WE ARE

Converge: Partners in Access is dedicated to ensuring all people can access high quality reproductive and sexual healthcare when they need it, how they need it and where they live. As the Mississippi and Tennessee grantee of Title X – the only federal Family Planning Program – we collaborate with each state’s public health agency, nonprofit healthcare providers, and community partners to build a healthcare system that places people at the center of sexual and reproductive healthcare. We also deliver training and technical assistance to providers and conduct policy, advocacy, and research activities that promote increased access to quality care. While our work is in the deep South, the principles, vision, and work of Converge are universal and transferable well beyond our region.

WHAT YOU'LL DO

- Serve as the primary point person to Converge’s network of Mississippi Title X-supported health clinics and providers (known as sub-recipients) who receive funding and technical assistance from Converge, ensuring they have the resources and support needed to provide high-quality family planning healthcare.
- Provide exceptional customer service to Converge’s network, serving as a helpful resource and operating with a high degree of responsiveness to email and phone correspondence.
- Communicate regularly with Converge’s network, including sharing updates, training opportunities, reminders about contract renewals, and other information.
- Organize and review audit files for each sub-recipient and prepare other grant-related documentation as needed; monitor sub-recipient activity to ensure alignment with Title X federal grant requirements.
- Maintain the internal shared drive (SharePoint) for program materials, ensuring documentation for processes and policies are up to date and easily accessible by staff e.g., RFPs, contracts, FAQs, training materials.
- Serve as an internal liaison and coordinate the flow of information sharing across program, clinical, training, evaluation, community engagement, and external relations teams.
- Represent Converge at public forums, conferences, coalitions, and meetings, inclusive of planning the logistics of external events.
- Provide additional administrative support as needed e.g., maintaining office calendars, proofreading and distributing documents, reserving equipment and conference rooms, compiling and sending bulk mailing.
- Support expansion efforts to expand Converge’s network of health clinics and providers, with a focus on growth in rural areas.

WHO YOU ARE

- **You are inspired by Converge's mission and values.** You are motivated to work towards a healthcare system where all people have access to quality, affordable, person-centered family planning care. You thrive in a rapidly growing organization that values humility, collaboration, high-performance -- and above all -- putting people first.

- **You bring at least 5 years of programmatic experience in the public health arena.** You have managed or coordinated programs in a healthcare-related setting. Experience with Title X and/or other publicly funded (federal, state, county, or city) healthcare programs is a plus.
- **You are a reliable task and project manager with impeccable attention to detail.** You have strong organizational skills and the ability to prioritize, multi-task, and work under deadlines. Your work product is meticulous and error-free, and nothing slips through the cracks.
- **You are a supportive and knowledgeable resource to others.** You bring a “customer service” mentality to supporting internal and external stakeholders. You are reliable, responsive, and helpful.
- **You are a thoughtful relationship builder who inspires trust.** You have a warm, energetic, and authentic personality that results in strong interpersonal connections. You possess strong written and spoken communications skills, and always leads with listening.
- **You are tech-savvy and well-versed in commonly used office applications.** You are adept in using Microsoft Office. Experience with SharePoint and grant reporting systems (e.g. Grant Solution) is a plus.
- **You are an adaptable, agile, and self-led “doer.”** You thrive in a fast-paced setting with the ability to stay focused and nimble in the face of growth and change. You are a self-starter with a get-it-done attitude and willingness to jump in without being asked.

LOCATION, SALARY, AND BENEFITS

This is a full-time hybrid position and will require regular travel throughout the state and occasional travel to conferences and other events. The salary for this position is \$83,648. Benefits include:

- Health insurance coverage through Blue Cross Blue Shield of Mississippi
- Dental insurance through Delta Dental
- Vision insurance through Eye Med
- Life insurance
- Insurance premiums for employees and dependents covered 100% by Converge
- Vanguard SIMPLE IRA plan with a 3% match from Converge
- Paid vacation (15 days) and sick (10 days) leave per Employee Manual, with additional days based on length of time at Converge
- Paid Parental Leave
- Flexible work schedule and hybrid work environment. May be required to report to the office for occasional meetings and or events.

TO APPLY

Please [apply here](#) with 1) your resume and 2) a personalized cover letter that explains your interest in Converge and the Program Manager position. Please address your cover letter to Denise Diaz, Mississippi Title X Director. We review applications on a rolling basis and strive to get back to applicants within two weeks.

Converge is an equal opportunity employer. Converge prohibits discrimination against employees, applicants, and other covered individuals with regard to hiring, assignment, training, promotion, discipline, compensation, and other terms and conditions of employment because of race, color, creed, ethnicity, religion, national origin or ancestry, political affiliation, age, sexual orientation, marital status, sex (including pregnancy), gender (including gender identity), disability, genetic information, veteran status or service in the uniformed forces, or any other characteristic protected under applicable federal, state, or local law.

Converge has retained DH Search to lead the search for a Program Manager. DH Search partners with mission-driven organizations to hire the people they need to create a more just and equitable world. Learn more at www.dhsearch.net.