



**JOB DESCRIPTION**  
**AIDS Free Pittsburgh Project Manager**  
**HIV/AIDS Team**

Jewish Healthcare Foundation (JHF) is a nonprofit, public charity established in 1990 with proceeds from the sale of Montefiore Hospital. The mission of JHF is to support and foster the provision of health care services, education, medical and scientific research, and to respond to the medical, custodial, and other health-related needs of elderly, underprivileged, indigent and under-served persons in both the Jewish and general community throughout Western Pennsylvania. JHF is a unique institution, a “think, train, do and give” tank, and has become a leading voice in safety, quality, and workforce issues.

Through three supporting organizations, Pittsburgh Regional Health Initiative (PRHI), Health Careers Futures (HCF) and the Women’s Health Activist Movement Global (WHAMglobal), JHF has put special emphasis on the education, training and retention of the region’s healthcare workforce and on projects related to improving healthcare quality and patient safety.

The Jewish Healthcare Foundation serves as the fiscal agent for the Ryan White Part B, Ryan White MAI (Minority AIDS Initiative), State Rebate and HUD HOPWA (Housing and Urban Development – Housing Opportunities for Persons with AIDS) funding in the 11-county southwestern Pennsylvania region and elsewhere in the Commonwealth. These funding streams facilitate the delivery of health care, supportive, and housing services to eligible individuals living with HIV/AIDS, and prevention/education services to priority populations. The program funds provider organizations to assist with clients’ entry into and retention in medical care and works to strengthen community outreach and reduce community viral load. Furthermore, the HIV/AIDS program provides technical assistance that aids organizations to improve their quality of healthcare and social service delivery to clients.

The Foundation also serves as the fiscal agent for AIDS Free Pittsburgh (AFP), a public health movement to end the HIV epidemic in Allegheny County by 2030 (<https://www.aidsfreepittsburgh.org/>). This initiative is financially supported by the Allegheny Singer Research Institute (AHN) and UPMC Presbyterian Shadyside. AFP is a collaborative initiative comprised of government agencies, healthcare institutions, and community-based organizations that strive to support and improve the care of people living with HIV/AIDS, as well as communities impacted by the HIV epidemic. AFP does not provide services directly, but rather works to raise awareness and build collaboration among community stakeholders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The AIDS Free Pittsburgh Project Manager will report to the JHF HIV/AIDS Program Director and be accountable for results by the AFP Executive Team and Advisory Group. This position is responsible for managing a county-wide initiative to eliminate HIV in Allegheny County and reduce the rate of new HIV infections by 95%. This includes but is not limited to the following:

- Collaborate and coordinate with multiple organizations within Pittsburgh, Allegheny County, and Pennsylvania who treat and care for people living with HIV and at elevated risk for contracting HIV.
- Coordinate marketing and public relations efforts with local and state public offices, leading insurance companies, and other identified stakeholders.
- Oversee fiscal and program outcomes to measure project’s success.
- Deliver key messaging to regional and statewide stakeholders.
- Identify funding opportunities; author and submit grant proposals.
- Work to expand the AFP project statewide.

The AFP Project Manager will be responsible for the following job duties:

**PROJECT MANAGEMENT RESPONSIBILITIES:**

- Lead logistics of the Advisory Group, subcommittees, and high-level stakeholder meetings.
- Establish a new community advisory committee.
- Collaborate with the Advisory Group and the Allegheny County Health Department to develop outcome measures and periodically report out on results to key stakeholders and the community.
- Develop and maintain partnerships with health professionals and community-based organizations.
- Manage and operate within an approved budget.
- Oversee all communications related to AIDS Free Pittsburgh (e.g., press releases, contracts, annual reports, etc.).
- Recruit and supervise project support staff.
- Occasionally working evenings or weekends for community events.

**DESIRED EXPERIENCE AND SKILLS:**

- Experience working with communities most impacted by HIV along with a strong understanding of health equity and social determinants of health.
- Experience planning for larger projects, including managing all tasks required to meeting project needs within budget, targeted deadlines, and event planning.
- Experience working collaboratively to facilitate a group and bring stakeholders to a consensus.
- Experience defining a work plan to achieve stated goals and objectives.
- Experience building presentations and delivering key messaging to various stakeholders.
- Must possess strong interpersonal skills (oral & written) to effectively communicate with the board, local and state officials, and businesses/community organizations.
- Must be comfortable presenting to large groups.
- Must have excellent computer skills (e.g., experience with Microsoft Office Products).
- Must be able to work independently and in a team environment.
- Knowledge of epidemiology, HIV/STI health, and development of outcome measures preferred.
- Master's degree or equivalent experience in health care, business, or a related field.

**Diversity Statement:** AIDS Free Pittsburgh is committed to supporting and promoting equal opportunity, human dignity, and racial, ethnic, and cultural diversity. Specifically, AIDS Free Pittsburgh values and encourages the active participation of communities that are most impacted by the HIV/AIDS epidemic – people of color, people who identify as LGBTQ+, and people living with HIV/AIDS. Individuals who identify as a member of one or more of these communities are strongly encouraged to apply.

**GENERAL EXPECTATION:**

The AIDS Free Pittsburgh Project Manager must have excellent written and oral communication skills, a strong work ethic, high energy, the ability to manage multiple responsibilities simultaneously, and the ability to participate in teams. The employee must model the values of respect, courtesy, generosity, empathy, teamwork, and a positive attitude.

As expected of all employees of the Jewish Healthcare Foundation, the AIDS Free Pittsburgh Project Manager will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended to be inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

**OFFICE LOCATION:** Downtown Pittsburgh

**Note:** The position is full-time and is currently a hybrid between remote and in-person but may transition to full in-person/in-office in the future.

## **MANDATORY VACCINATION POLICY:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Jewish Healthcare Foundation has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, and a booster vaccination. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series, as well as a booster vaccination. All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results.

**Compensation & Benefits:** The annual compensation will be \$65,000 - \$75,000, commensurate with experience and skills. JHF offers a competitive benefits package that includes full employer paid health insurance, paid vacation, and sick time.

**Applicants are encouraged to apply by sending an *optional* one-page cover letter and current resume (two-page maximum) to Rachel Schaffer at [schaffer@jhf.org](mailto:schaffer@jhf.org) with “AFP Project Manager” in the subject line. Applications will be received on a rolling basis until the position is filled.**

The Jewish Healthcare Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.