



MONTANA

PUBLIC HEALTH INSTITUTE

Job Posting: Public Health Program Officer

The Montana Public Health Institute (MTPHI) is announcing a job posting for a Public Health Program Officer.

MTPHI is a non-profit organization dedicated to optimizing the health and quality of life of Montanans by strengthening the public health system through collaboration, leadership, and the advancement of health equity. The MTPHI supports state, local and tribal public health agencies, healthcare and behavioral health system partners, statewide health organizations and community-based organizations, to deliver effective public health programs, services, and protections. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

The Public Health Program Officer will support the development and implementation of MTPHI initiatives, with a significant focus on tribal engagement and pursuing health equity for all Montanans regardless of race, ethnicity, religion, gender, sexual orientation, geographic location, or economic status. The Program Officer will grow relationships and provide resources that enable the effective implementation of programs to build capacity of local, tribal, and state public health systems and partnerships to achieve health equity for all Montanans.

If interested in applying, please submit a cover letter, resume and three references to hillary.hanson@mtphi.org by Sunday, December 18th.

Questions can be directed to Hillary Hanson at hillary.hanson@mtphi.org or 406-249-6357.



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POSITION DESCRIPTION

JOB TITLE: Public Health Program Officer
REPORTS TO: Chief Executive Officer
FLSA STATUS: Exempt

[About the Montana Public Health Institute](#)

The Montana Public Health Institute (MTPHI) is dedicated to optimizing the health and quality of life of Montanans by strengthening the public health system through collaboration, leadership, and the advancement of health equity. The MTPHI supports state, local and tribal public health agencies, healthcare and behavioral health system partners, statewide health organizations and community-based organizations, to deliver effective public health programs, services, and protections. It serves as an independent and impartial source of reliable and relevant health information to health organizations, policy makers, funding organizations, businesses, non-profit organizations, consumer groups and the media. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

[Position Summary](#)

The Public Health Program Officer (PHPO) will report to the MTPHI Chief Executive Officer once hired. This position will support the development and implementation of MTPHI initiatives, with a significant focus on tribal engagement and pursuing health equity for all Montanans regardless of race, ethnicity, religion, gender, sexual orientation, geographic location, or economic status. The Program Officer will grow relationships and provide resources that enable the effective implementation of programs to build capacity of local, tribal, and state public health systems and partnerships to achieve health equity for all Montanans.

This position will utilize community engagement to grow foundational public health capacities throughout Montana, and to develop policies, systems, and environmental change approaches that contribute to the advancement of health equity and racial justice. This position will work with a diverse set of federal, state, and local partners on work ranging from empowering local projects in rural and frontier communities to statewide systems change.

A major focus of this work includes working with Montana's American Indian Tribes and tribal people in a manner that respects tribal sovereignty and supports the priorities and decisions of local and tribal community leaders. This work requires an unwavering patience and a



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commitment to listening and building trusted partnerships to achieve improvement to health and quality of life through community-driven and effective programs and partnerships.

This position will work to address challenging health issues in a way that empowers and assists public health agencies and communities to develop and implement prevention-focused and wellness-oriented services for all Montanans. This work includes connecting existing statewide resources and expertise with local agencies and community groups to make a direct impact for individuals and families. The PHPO will lead, develop, manage, and continuously improve MTPHI programs and services; build and maintain strategic partnerships; cultivate and secure external sources of funding; and manage grants and contracts. The PHPO will represent MTPHI in a wide range of interactions and public meetings.

As a relatively young organization, MTPHI's funding, programming, and staff will evolve and grow. The PHPO must be self-sufficient, prepared to work in a fast-paced environment, adapt to changing needs and identify and take on any duties and responsibilities needed to make MTPHI successful.

Essential Functions

Resource Development

- Participate in creation and implementation of a resource development plan that allows MTPHI to actively pursue funding for infrastructure and operations, as well specific projects, programs, and services.
- Cultivate, secure, and manage external sources of funding to achieve MTPHI goals. This includes grant writing and identifying and securing contracts for services and fee-for-service agreements on behalf of the MTPHI.
- Develop, coordinate, and manage contracts, grants and agreements, and assure compliance with all requirements of local, state, federal and private sector entities.

Programming

- Provide leadership to identify, develop and oversee implementation of MTPHI public health initiatives, programs, and services.
- Develop and manage grants, contracts and agreements for programs and services funded by external sources and provided by MTPHI directly.
- Develop and manage grants and contracts for programs and services provided on behalf of MTPHI by a variety of government and private sector organizations.
- When needed, develop, and disseminate requests for proposals, work with partners to cultivate high quality applications, conduct proposal review and select contractors and grantees.
- Support implementation of health services and programs by contractors and grantees, including design and oversight of technical assistance.



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- Coordinate and manage contracts and agreements to support a variety of consultant services.
- Oversee and collaborate with consultants that provide assistance to MTPHI and its contractors and grantees.
- Keep current on health issues of importance to MTPHI with literature review, participation in professional communities, conferences, and other educational programs.
- Conduct programmatic research and literature reviews to support MTPHI priorities, programs, and services.
- Assure evaluation and reporting of outcomes for MTPHI programs and services, including those provided by contractors and grantees.
- Coordinate effectively with MTPHI colleagues to ensure strategic alignment across programmatic initiatives and within a given geographic and health care system environment.

Partnerships

- In coordination with the CEO, COO and Board of Directors, develop and cultivate partnerships and communication strategies to advance the MTPHI vision, mission, and goals.
- Build strong working relationships with the Montana Department of Public Health and Human Services, local and tribal public health agencies, healthcare and behavioral health system partners, tribal health organizations, statewide health leadership groups, healthcare systems and providers, community-based organizations, and others.
- Earn trust and grow partnerships with community leaders and organizations serving and representing Montana tribes and tribal people.
- Build relationships with organizations that work to serve groups, communities, and individuals who experience health disparities due to social or economic circumstances including but not limited to race or ethnicity, gender identity, education or income, disability, geographic location (e.g., rural or urban), or sexual orientation.
- Represent MTPHI at stakeholder meetings, conferences, and other venues in a manner reflective of organizational mission and effective in achieving organizational priorities.

Leadership, operations, staff supervision

- Provide feedback regarding the strategic direction of MTPHI.
- Identify priority health issues, and lead research and design of effective strategies and programming to address them. Potential priorities for MTPHI identified during a feasibility study included: the social determinants of health, adverse childhood experiences; chronic disease prevention and health promotion; communicable disease control; maternal, infant and early childhood care and education; and health equity.



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- Contribute to discussions regarding MTPHI policies and operations to ensure efficient, streamlined, and effective operations and high staff morale.
- Support the CEO and COO by developing periodic reports and updates to the MTPHI Board as requested.
- Plan for and prepare materials to support strategic planning with the MTPHI Board.
- Mentor and potentially supervise and develop junior program staff.

Other duties

- The PHPO must be self-sufficient and prepared to work in a fast-paced environment, to adapt to changing needs and identify and take on any duties and responsibilities needed to create a successful MTPHI.
- Perform other duties and complete other projects as assigned.
- Work collegially with the MTPHI leadership, colleagues, team, Board, staff, grantees, contractors, and members of the public with a positive attitude.
- Exercise discretion and maintain confidentiality as appropriate.

Requirements/Qualifications

- Master's degree preferred, Bachelor's Degree required in a public health, health policy or related field.
- At least 5 years of relevant professional experience, including experience in managing programs and services in tribal communities, public health, healthcare or related field.
- Grant writing, and contract and grants management experience.
- Knowledge of Montana's public health, behavioral health and healthcare systems, health issues, needs, opportunities and the policy environment.
- Proven strategic vision and leadership; demonstrated success in developing and implementing programs and services that effectively address health-related issues.
- Excellent written and verbal communication skills.
- An overall commitment to excellence in quality of work and outcomes.
- Track record of adaptability, personal accountability, and initiative.
- Proficiency with Microsoft Office Suite and ability to adapt to new software systems.

Other Job Information

- Position is full-time – 40 hours/week.
- Salary range is \$70,000-\$80,000 plus benefit package.
- Position is located in Montana.
- Regular in-state car travel with overnight stays is anticipated. Must have access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed GSA rates or actual costs of approved rental



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car. Ability to secure and maintain a driver's license valid in the state of Montana and to maintain private liability insurance with minimums outlined under MTPHI policy. Occasional out-of-state travel is also required.