



COMMUNITY HEALTH PROJECTS MANAGER

Orcas Island Health Care District

Job Title: Grant Funding Based - Community Health
Projects Manager

Status: Non-Exempt

Reports To: District Superintendent

Date: September 25, 2025

GENERAL STATEMENT OF JOB

Funding for this role comes primarily from a North Sound Accountable Communities of Health Grant, intended to support the launch of a San Juan County Community Health Network, with additional hours and funding paid for by the Orcas Island Health Care District to support Orcas specific projects.

The Community Health Projects Manager oversees projects and initiatives at the Orcas Island Health Care District related to Orcas and County-wide health, managing the launch and maintenance of the San Juan County Community Health Network and projects under its scope, and Orcas-specific initiatives related to community health.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Project Management: Proficiency in project management methodologies, including planning, scheduling, and resource management
2. Communication: Excellent verbal and written communication skills are needed to effectively convey information to diverse audiences, including staff, stakeholders, and the public
3. Knowledge of Public Health Principles: A solid foundation in public health concepts, theories, and practices is crucial for understanding the context of health programs
4. Financial management: Familiarity with budgeting, resource allocation, and financial reporting is necessary for managing program resources
5. Organizational Skills: Needed to manage multiple projects, resources, and deadlines

SPECIFIC DUTIES AND RESPONSIBILITIES

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude the Board or Superintendent from assigning specific duties not listed if such duties are a logical assignment to the position or specific project

Essential Job Functions

Project Management & Communications

1. Provide support to stakeholders across San Juan County in the development of a health-focused network dedicated to improving access to healthcare for all San Juan County residents through county-wide strategic collaboration
 - a. Manage project timeline, short mid and long term
 - b. Manage Executive Committee Activities, Advisory Committee activities and convenings of County-wide Network
 - c. Oversee special projects identified by the Network
 - d. Procure and work with consultants as needed depending on Network activities

- e. Promote activities and accomplishments of the Network with the wider community via attendance of community events, media publications, etc
- f. Communicate with OIHCD Superintendent and Board as needed about the activities of the Network
2. Manage Orcas Island-specific health projects
 - a. Oversee special projects identified by OIHCD
 - b. Procure and work with advisory committee members as needed
 - c. Promote the accomplishments of OIHCD's spearheading of Orcas community health projects with the wider community via attendance of community events, media publications, etc
 - d. Communicate with OIHCD Superintendent and Board as needed about Orcas specific projects

Funding procurement, grant writing & management

1. Research potential funding sources for Network and Orcas-specific projects, apply for grants as necessary or assist partner organizations in grant-seeking.
2. Develop relationships with potential long-term funding partners for Network and Orcas-specific projects
3. Complete reporting requirements and budget-tracking of grants as necessary

Other Duties

1. Attend trainings and other networking events as determined relevant to the position
2. Provide reports of work progress as requested by OIHCD Board
3. Perform other related work as required

QUALIFICATIONS

Minimum Qualifications

- a) Bachelor's degree or equivalent experience.
- b) Proficient with Word and Excel

Desired Qualifications

- a) Strong organizational and time management skills
- b) Problem-solving attitude
- c) Experience with project management
- d) Some knowledge of bookkeeping and financial transactions
- e) Strong computer skills and experience with Microsoft Office
- f) Excellent interpersonal skills; ability to work independently and as part of a team
- g) Excellent written and verbal communication skills

PAY RANGE AND TERMS OF EMPLOYMENT: Wage is commensurate with experience from \$35-\$50/hr. This is a half-time position with 20 hours guaranteed, and additional hours as needed. A flexible work schedule is allowed, in coordination with superintendent. Paid medical, dental and long-term disability benefits are provided for employees expecting to work 20 hours/week, in accordance with hospital district benefits package. Paid holidays, PTO and sick days will be in accordance to the hospital district personnel policy.

This role is a grant funded role and will be terminated at the conclusion of grant based funding, September 30th, 2026.