Overview:
Respiratory Health Association is a 501(c)3 local lung health charity residing in Chicago since 1906. We believe in a future free of lung disease. A world without lung cancer, asthma, or COPD. A world with clean air, where everyone breathes easier. To achieve that goal, we collaborate with researchers in a relentless pursuit of new treatments and cures. We empower adults and children living with lung disease by teaching them skills to manage their health. We work with lawmakers to craft innovative policies that promote healthy communities, reduce tobacco use, protect our environment, and build a more sustainable future.

Working closely with RHA’s Asthma Programs team, the Project Manager will be responsible for daily oversight of a grant-funded project to provide coordinated asthma education and treatment services to Chicago students. The Project Manager will assist with the development of this project from its inception, so the candidate should be comfortable and experienced assisting with the development of processes and procedures to ensure project success. This position requires experience engaging with clinical staff, fostering relationships with community- and school-based partners, and managing projects that span across multiple departments or organizations. The Project Manager should have experience with health education, the ability to work in a team environment as well as independently, and exceptionally strong multi-tasking and organizational skills. Funding for this project is expected to be available for multiple years.

Key Responsibilities:

- Develop project coordination documents, databases, and procedures in partnership with RHA and partner organization staff
- Attend asthma, lung health and relevant trainings to increase knowledge about asthma education to school-age children and their adult caregivers.
- Become familiar with each partner organization’s resources for students with asthma and their caregivers
- Conduct outreach to target schools to inform them of project resources, including resources from both RHA and partner organizations, and assess interest and need
- Coordinate efforts between partner organizations and schools to ensure students receive services they need
- Link students/families to appropriate external resources, including Federally Qualified Health Centers, as needed
- Engage regularly with staff from partner organizations and participate in monthly meetings to assess project status and ensure progress towards goals
- Develop and maintain database of school contacts, interest, and service delivery
- Assist with report writing and financial reporting
- Communicate and meet regularly with Respiratory Health Association Asthma Programs staff
Qualifications:
➢ Associates degree or higher, or equivalent combination of experience that demonstrates ability to manage complex projects across departments or organizations
➢ At least three years of experience with the implementation of community programs, health education, and/or public health initiatives.
➢ At least one year of project management experience.
➢ Excellent written and oral communication skills, including experience communicating with clinical staff, school administrators and staff, and students and families.
➢ Experience delivering programs within Chicago or working with Chicago residents a plus.
➢ Knowledge of asthma and lung health issues not required. Candidate will receive all necessary training in asthma and lung health education.
➢ Ability to manage multiple tasks simultaneously.
➢ Exceptional computer skills and proficiency using Microsoft Office, especially Excel.

To apply: Email résumé and cover letter to jobs@resphealth.org. Please include the job title and your name in the subject line. Incomplete applications will not be considered.

Please note: Respiratory Health Association (501C3) does not discriminate against any employee or applicant on the basis of age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We adhere to these principles in all aspects of employment, including recruitment, hiring, training, compensation, promotion, benefits, social and recreational programs, and discipline.

As a lung health organization, RHA does not hire persons who smoke or vape and forbids smoking in the workplace.

In accordance with RHA’s duty to provide and maintain a workplace free of any hazards and infectious diseases, such as Covid-19, an individual shall not pose a direct threat to the health or safety of individuals in the workplace. As such, **RHA requires all of its employees to be fully vaccinated** unless a reasonable accommodation is approved.