

Job Posting: Team PHEnomenal Hope Program Manager

Team PHEnomenal Hope is seeking a full-time employee to fill the role of Programs Manager.

The major role of the Program Manager is to assist the Executive Director in planning, developing, and implementing Team PHEnomenal Hope's programs and initiatives as the organization matures into a sustainable, global enterprise.

Information about Team PHEnomenal Hope, the nonprofit organization, can be found here:

<http://www.teamphenomenalhope.org/about-us/>

Information about Team PHEnomenal Hope programs can be found here:

<http://teamphenomenalhope.org/programs/>

The work of the Program Manager depends heavily on the ability to communicate with two core groups. The first group is patients with a rare, sometimes severely debilitating or, in some cases, terminal disease known as Pulmonary Hypertension (PH), for which there is no known cure. The second group consists of high-level and highly motivated endurance athletes located primarily in the United States but also located in at least seven countries across four continents; these individuals speak up to five different languages, though typically having fluency in English as a Second Language with abilities varying from fair to excellent.

Duties include:

- Communicating with PH patients, their caregivers, and Team PH athletes through phone, social media, email, video chat, and other available or emerging means;
- Gathering personal profiles of the above and usage agreements from the above individuals for promotion through our digital platform (website, social media channels, and other online marketing tools);
- Adding content to, updating, and generally maintaining the organization's website, social media accounts, and contact database;
- Providing enthusiasm and positive, "grassroots" support for the Team PH athletes through the above means of communication and outreach and also through weekend or evening event participation;
- Overseeing strategic core team building by managing our
 - US Regional Captains initiative,
 - Monthly internal newsletter communication, and
 - Private Facebook and Strava groups;
- Enhancing communication about key events, pulmonary hypertension, fundraising, and volunteerism utilizing email, social media, blog posts, and contributions to internal and external newsletters;
- Maintaining current awareness of PH with online education and self-education from the Pulmonary Hypertension Association website and webinars, and discussion with PH physicians and community members; and
- Being comfortable discussing PH as well as Team PHEnomenal Hope activities with the general public.

To meet the above duties, Team PHenomenal Hope is seeking an individual as Program Manager who can:

- Work independently,
- Proactively solve problems,
- Be trusted with personal and family medical information,
- Meet with our Executive Director regularly and at least weekly,
- Communicate with the Team PHenomenal Hope Board of Directors,
- Be capable of and responsible for personal IT support and troubleshooting,
- Journal or log daily work activities and issues,
- Demonstrate commitment to improve the quality of life for those in the PH community,
- Present an energetic and outgoing attitude, especially when with patients and athletes,
- Embody a strong interest in helping grow Team PHenomenal Hope throughout the national and international community,
- Maintain excellent verbal and written communication skills,
- Express and document challenges, shortcomings, or advisories to the Executive Director as they arise, and
- Deploy a variety of technology resources and cloud-based applications, including word processing, spreadsheets, Google's complete "G-Suite" toolset, a Customer Relationship Manager (CRM), Google Hangout, Skype, Slack, WordPress, and e-mail.

Annual Salary: \$50,000

Benefits: To be determined based on need.

Team PHenomenal Hope is based in Pittsburgh, Pennsylvania. Remote applicants within the United States will be considered.

To apply, email a letter of interest and resume to:
info@teamphenomenalhope.org.

This job posting will close end of day June 22, 2017.

Team PHenomenal Hope is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.