

## **PROJECT MANAGER** (Part time)

Nepal Seattle Society

Partnering For Vaccine Equity (PAVE YR2) Project titled *“Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific*

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**Priority Application Date:** May 20, 2022

**Duration:** May 2022 - April 2023

**Compensation:** \$30 per hour (10 hours per week)

### **ABOUT THE ORGANIZATION**

Nepal Seattle Society (NSS) is a non-profitable, non-political and secular organization registered on October 6, 2000 with the Washington Secretary of State.

### **NSS MISSION**

The mission of NSS is to unite all people of Nepali origin in the State of Washington, to preserve and promote Nepali culture, and to foster relations with friends of Nepal.

### **NSS GOALS**

The objective of this organization is to be operated exclusively for charitable, educational and cultural purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes:

- To promote and preserve Nepali culture and tradition.
- To bridge the cultural gap between generations in Nepali community.
- To develop mutual cooperation among Nepali population in Washington state and friends of Nepal.
- To promote educational and social activities to benefit the local Nepali community.
- To create a network among Nepali organizations in neighboring states.
- To help Nepali people during natural disasters including pandemics.

### **ABOUT THE PROGRAM**

#### ***Partnering For Vaccine Equity (PAVE YR2)***

With the support of the Centers for Disease Control and Prevention Foundation (CDCF) and under Partnering For Vaccine Equity initiative (P4VE), NSS will be continuing the project “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest” to the second year. The duration of the project is one year from May 01, 2022 through April 29, 2023. Through this project, we aim to increase equitable vaccine coverage among Nepali communities in the Pacific Northwest. Our Project goals and activities align with the following CDCF’s Principles:

1. Authentic community inclusion, engagement and partnerships in prioritizing and accomplishing work
2. Build vibrant, healthy, resilient and prosperous communities where everyone can live their healthiest lives and contribute to the wellbeing of their families and communities.

### 3. Promote the building blocks of individual and community health.

Our P4VE Year-2 initiative will continue to apply the social determinants of health and health equity approach. We will continue to work on our project's primary goal which is to promote access to influenza and COVID-19 vaccines by promoting confidence in the Nepali community through culturally-appropriate messages using social media platforms, educational material and partnerships with other CBOs. Our key objectives are as follows:

- Community mobilization and engagement
- Culturally-relevant content development and dissemination
- Establish a database Nepali-speaking population in Washington and identify health needs.
- Partnership with other community-based organizations and public health departments

### **POSITION**

We have an excellent opportunity for the position of a Project Manager for our “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest, Year 2” project, hereby referred to as NEYPVAL-2, funded by the CDCF foundation. An ideal candidate will be a flexible, driven, and experienced program management professional with an interest in leadership advancement and the passion to help improve the health outcomes of Nepali communities in the Pacific Northwest. The Project Manager will provide overall strategic vision and decisions to all aspects of the Project development, management, implementation, community engagement and stakeholder partnership development towards successful processes and Project outcomes. The Project Manager will be the key leadership position who serves as the contact point person for the Project and will coordinate across CDCF Foundation, NSS Health Committee, NSS BOD, other healthcare and community-based organizations. The Project Manager will work closely with and mentor the Communications officer, Public Health Officer, the Financial and Administrative Assistant and community volunteers. The Project Manager will help keep this Project on track and help the Project Team meet the grant objectives.

### **SUMMARY OF DUTIES**

- Provide strategic leadership to the Project and the Project Team to achieve the Project goals
- Manage and coordinate all aspects of the Project as a whole, and oversee and manage administrative and fiduciary responsibilities of the subaward
- Be knowledgeable about and develop processes, policies and plans for timely submission of the CDCF reporting requirements and financial, invoicing requirements
- Review and submit the CDCF Report and any other required reports and metrics
- Plan and facilitate regular check-ins with the CDCF, and attend CDCF-organized other learning opportunities

- With support from the NSS Board of Directors and NSS Health Committee, coordinate with, delegate and mentor necessary manpower and community volunteers to meet Project goals
- Support the Communications Officer in the development and updating of the online Resource Hub on the NSS website
- Liaise and coordinate with other Committees within NSS to carry out responsibilities and execute deliverables
- Develop and execute a plan to collaborate with Nepali associations, Nepali-owned small businesses, Nepali community-based organizations across Washington and Oregon states for this Project
- Regularly review and improve activities, tools and processes to ensure continuous learning and improvement for the entire Project Team
- Prepare grant proposals as directed by the NSS Board of Directors
- Plan and facilitate regular check-ins with the NSS Board of Directors to share progress updates, seek guidance and needed approval, and ensure alignment of goals and activities.
- Manage the project and approve the procurement of resources/services as per the project budget approved by the BOD
- Perform additional duties as required by the NSS Board

#### **MINIMUM QUALIFICATIONS**

- Master's degree in Public Health (MPH), Master's in Business Administration (MBA), Master's in Public Administration (MPA), or Master's in related field or relevant equivalent work experiences in program management
- Understanding of health equity issues and the intersections between root cause issues that impact health and wellbeing.
- People management experience, with ability to delegate tasks and provide clear instruction and feedback in writing and verbally
- Takes initiatives and leadership to accomplish Project goals
- Ability to work effectively with people from different cultures, backgrounds and perspectives
- Strong facilitation and public speaking skills, with ability to lead large-group meetings and present to senior staff at partner organizations
- Excellent written and verbal communication skills
- Ability to train others
- Proficient in Nepali and English languages
- Familiarity, interest and knowledge of the Nepali American community and Nepali culture.

#### **PREFERRED QUALIFICATIONS**

- Knowledge of nonprofit operations, including finance, compliance, and administration, particularly in the health or policy space
- Experience in fostering new organizational partnerships

- Knowledge of or experience in policy, advocacy, movement building, at local, state and/or federal levels.
- Asana, Microsoft Office suite, Google Suite, Zoom proficiency.

**COMPENSATION:** \$30/hour (average 10 hours per week)

**TERM:** May 01, 2022 - April 29, 2023

**WORK LOCATION:** Remote. Some travel Required

**TO APPLY**

Email resume and cover letter highlighting your qualifications and demonstrated commitment to health equity for Nepali Community to [health@nepalseattle.org](mailto:health@nepalseattle.org) to be considered for the position.