

## JOB DESCRIPTION

Health Care Careers Initiative Manager	
<b>FLSA Status:</b> Exempt	<b>Reports To:</b> Workforce Network Optimization Director

### Position Summary

ACAM is seeking a dynamic and experienced candidate to lead the implementation of the **Health Care Careers Initiative (HCCI)** program that re-engages disconnected youth (ages 16–24) in credentialed healthcare training and connects them to meaningful employment.

This role combines **strategic project and budget management, service delivery oversight, staff supervision, and employer-facing sales and hiring event execution.** The HCCI Manager will oversee a complex, multi-agency initiative designed to meet both regional healthcare labor demands and the economic needs of underserved young adults. The ideal candidate is a team builder with a strong track record of managing high-performing programs, building partnerships, and delivering measurable outcomes.

The HCCI Manager will lead a cross-functional team, coordinate service delivery across multiple partners, and serve as the program's external-facing lead to secure job opportunities for graduates. This position is critical to achieving grant deliverables, ensuring high-quality service provision, and establishing sustainable employer and partner relationships. The HCCI Manager will be responsible for serving Brazoria, Fort Bend, Galveston, Harris, Montgomery and Waller counties.

### Essential Job Functions

#### Program Leadership & Strategy

- Lead the execution of the HCCI program, overseeing planning, partner alignment, budget tracking, performance monitoring, and reporting.
- Translate program goals into detailed implementation plans with defined timelines, deliverables, and accountability structures.
- Monitor internal staff and external partners to ensure the program remains on time, on budget, and aligned with performance targets.
- Manage compliance with grant terms, including tracking participant progress, analyzing outcomes, and preparing quarterly and final reports.
- Proactively engage in sustainability planning, working closely with ACAM leadership to leverage braided funding opportunities.

#### Project & Budget Management

- Develop and manage program budgets in compliance with grant requirements and ACAM financial policies.
- Coordinate the preparation and submission of interim progress reports and the comprehensive final performance and financial report.
- Lead the full project lifecycle of the HCCI program from launch to closeout, ensuring all program milestones, timelines, and deliverables are exceeded.
- Develop and manage detailed project plans, performance tracking tools, and reporting systems to monitor enrollment, training, credentialing, job placement and retention.
- Manage and monitor program budgets in coordination with ACAM's finance team, ensuring compliance with funder guidelines and internal fiscal controls.

#### Service Delivery Oversight

- Oversee implementation of all youth-facing services, including outreach, intake, career assessment, training referrals, credentialing, wraparound support, and job placement.
- Coordinate delivery of services in collaboration with education providers, social service partners, and employer stakeholders.
- Ensure alignment between services offered and the evolving needs of both participants and healthcare employers.
- Monitor service quality and participant progress through regular file audits, data review, and performance

evaluations.

### **Employer/Stakeholder Engagement & Sales**

- Serve as the program's primary business development lead with healthcare employers, actively selling the program's value and securing job placements for credentialed youth.
- Coordinate work-based learning experiences including internships, job shadowing, hiring events, and career fairs.
- Cultivate and manage relationships with HR decision-makers, hiring managers, and C-suite leaders across hospitals, clinics, and health systems.
- Understand employers' talent acquisition needs and align training and candidate preparation accordingly.
- Partner with the Healthcare Community of Practice (HCoP) and the Greater Houston Opportunity Youth Collaborative (GHOYC) to align program offerings with employer-identified skills and training needs.
- Facilitate feedback loops between employers, participants, and training providers to improve placement outcomes.

### **Staff Supervision & Capacity Building**

- Directly supervise Peer Navigators and provide coaching, oversight, and professional development to ensure effective youth engagement and support.
- Promote peer-led cohort activities, leadership development, and volunteer service coordination across partner sites.
- Foster a culture of excellence, inclusion, and continuous improvement within the HCCI team and partner network.

### **Hiring Event Planning & Execution**

- Design and execute hiring events, job fairs, job shadowing opportunities, and employer site visits that provide real-time career exposure and placement opportunities.
- Manage all logistics, employer outreach, participant preparation, and partner coordination for high impact hiring engagements.
- Collaborate with training partners and employers to align event content with local labor market needs.
- Other duties as assigned.

### **Education**

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- Bachelor's degree in project management, public administration, workforce development, healthcare administration, business, or related field.
- Master's preferred

### **Experience**

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- Minimum of 5 years of experience managing complex, multi-stakeholder programs with a strong track record of results.
- Applicable experience in nonprofit governance, administration, accounting, grants management and compliance.
- Proven ability to lead employer engagement or consultative sales efforts, preferably in workforce or education sectors.
- Demonstrated experience in program budgeting, contract compliance, and grant reporting.
- Proficiency in Microsoft Office.

### **Core Competencies**

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- **Strategic Project Leadership:** Leads with clarity, drives cross-functional coordination, and manages toward measurable success.
- **Employer Sales & Relationship Building:** Secures employer commitments through persuasive messaging, responsiveness, and credibility.
- **Operational Execution:** Translates program design into smooth, scalable workflows that achieve compliance and impact.
- **Service Quality Management:** Ensures program services meet participant needs, partner standards, and funder expectations.

## **Salary**

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- \$68,000-\$75,000
- This is a one-year, grant-funded position with potential for renewal based on performance and funding availability.

## **Equal Opportunity Employer**

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ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Hiring decisions are based solely on qualifications, merit, and business needs at the time. Candidates must successfully pass a pre-employment criminal background check.

## **Application Instructions**

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Email resume and cover letter to [breddick@acamweb.org](mailto:breddick@acamweb.org).