



Position title: NVHR Program Director
Reports to: HEP's Chief Operating Officer
Position type: Full-Time; including evening and weekends as needed
Salary: \$65,000-\$85,000 per year, DOE
Benefits: Health, Dental, and Vision Coverage; 401K
Location: Seattle, WA: remote work options may be available

WHO WE ARE:

The Hepatitis Education Project (HEP) is a Seattle-based 501(c)(3) non-profit agency committed to providing support, education, advocacy, and direct services for people affected by hepatitis and to helping raise hepatitis awareness. Driven by the values of health equity, social justice and harm reduction, our programs include Prevention and Outreach, Medical Case Management, Correctional Health, and Policy and Advocacy.

The National Viral Hepatitis Roundtable (NVHR) is a coalition of more than 500 member organizations dedicated to the elimination of viral hepatitis as a public health threat in the United States. NVHR believes this goal can be achieved by addressing stigma and health disparities, removing barriers to prevention, testing, care and treatment, and ensuring respect and compassion for all affected communities. NVHR seeks an aggressive response from policymakers, public health officials, medical and health care providers, the media, and the general public through its advocacy, education, and technical assistance.

HEP has been identified by the NVHR Steering Committee as the new home for the NVHR coalition. The NVHR coalition will continue to represent the community voice with a mission to shape and influence national hepatitis policy and inform programming in efforts to eliminate viral hepatitis in the United States.

JOB DESCRIPTION:

The NVHR Program Director will lead the development, coordination and implementation of NVHR's programmatic activities. They will work independently and collaboratively with both internal and external partners to design, manage, and implement activities to achieve the objectives and goals aligned with NVHR's mission. The NVHR Program Director will engage with NVHR's membership on strategic direction priorities and short- and long-term policy goals to ensure alignment with the broader community. They will support resource mobilization and partnership development at the national, state and community level to expand NVHR's policy and programming in efforts to eliminate viral hepatitis in the US.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Provide exceptional service, support and professionalism in interactions with NVHR's members, partners, funders and the viral hepatitis patient community;
- Learn and maintain knowledge of issues and trends in hepatitis epidemiology, education, public health research, health disparities, community competency and advocacy in order to contribute meaningfully to program development;
- Lead long- and short-term program development planning and priority setting for NVHR;
- Lead the preparation of grant applications and reports to secure funding for NVHR's viral hepatitis programming;

- Develop and effectively manage program timelines to ensure timely completion of deliverables and monitor program activities to ensure quality and accuracy of work outcomes vis-à-vis contractual and grant commitments;
- Facilitate small- and large-group meetings, webinars, conference calls and trainings;
- Develop program related materials such as publications, proposals and reports through collaborative writing and editing for dissemination to the broader viral hepatitis community;
- Provide technical assistance in support of elimination strategies, improving outcomes across the continuum of care and reducing morbidity and mortality associated with viral hepatitis, and whole-person holistic care;
- Develop outcome measurement protocols and procedures and coordinate data collection for reporting and dissemination;
- Assist with the development of written and online tools for programmatic use including surveys and evaluation instruments;
- Develop and monitor budgets, prepare invoices and submit expenses for payment in accordance with financial policies and procedures;
- Develop and disseminate NVHR's monthly newsletter, and support Action Alert mailings, announcements, press releases and other communication materials;
- Manage content for NVHR's online communications platforms including, website, blog, and social media platforms e.g. Facebook, Twitter and LinkedIn;
- Up to 30% travel to participate in meetings and conferences as necessary;
- Exercise sound judgment, discretion and professionalism with internal and external contacts. Maintain confidentiality in all matters.

DESIRED QUALIFICATIONS:

- Education, work experience, or lived experience that demonstrates understanding of infectious diseases, homelessness or unstable housing, substance use, incarceration, and/or immigrant and refugee communities;
- Knowledge of hepatitis trends, harm reduction, and experience working with people affected by viral hepatitis;
- Experience developing innovative strategies and creative solutions to address the needs of diverse, marginalized, and underserved communities;
- Experience supporting initiatives in a non-profit setting desired;
- A strong interest in public health, health disparities, and social justice;
- Exceptional written and verbal English communication skills and excellent attention to detail;
- Commitment to HEP's mission, values, approach and philosophy;
- Highly motivated self-starter with strong interpersonal skills, and the ability to work both independently and as part of a team.

To apply, please send resume and cover letter to resumes@hepeducation.org

Resumes without a cover letter will not be considered.

For questions, please contact the Hepatitis Education Project at 206-732-0311.

People of color, LGBTQ-identified folks, and individuals whose lived experience has been affected by drug use, homelessness or unstable housing, immigration or resettlement, incarceration, and/or viral hepatitis are strongly encouraged to apply.