



JOB ANNOUNCEMENT

Program Manager

About the Organization

Valley Health Foundation (VHF) is a non-profit charitable organization that raises funds to support the County of Santa Clara Health Care (Health System). Serving 1 in 4 residents of Santa Clara County, this system includes O'Connor Hospital in San Jose, St Louise Regional Hospital in Gilroy, and Santa Clara Valley Medical Center (SCVMC) in San Jose, Silicon Valley's busiest hospital and the only one providing care to everyone, regardless of insurance status or income level. Valley Health Foundation is a dynamic and successful fundraising organization that fosters an energetic, collaborative work environment. More information can be found at www.valleyhealthfoundation.org.

Position Summary

The Program Manager will implement and manage the Reach Out and Reach (ROR) program, oversee the operations of VHF's two Farmers' Markets (San Jose & Gilroy), and support the administration of all VHF programs, as assigned. Job duties cover a range of tasks, including but not limited to financial management, compliance, volunteer management, evaluation, marketing, and communication. This position reports to the Senior Program Officer of VHF.

Supervisor: Senior Program Officer

Status: Regular full-time, exempt (salary) position

Schedule: 40 hours per week with occasional weekend or evening work required

Location: San Jose, Gilroy, and Santa Clara County, California

Responsibilities

Reach Out and Read (ROR) Program

- Coordinate and implement the daily activities of the ROR Program at participating Valley Health Centers.
- Provide strong leadership to all clinics participating in the ROR program and Behavioral Health Services staff.
- Review and monitor ROR training to ensure all health center physicians are trained and maintain the contract's scope of work.
- Oversee data collection process and data entry for family, provider, and satisfaction surveys.
- Manage book delivery and inventory tracking at each health center location.

- Conduct ROR presentations to health center staff.
- Oversee annual budget and submit backup documentation for monthly billing.
- Ensure all program contract requirements are met, maintain regular contact with the county contract monitors, and manage annual contract renewal with the Department of Behavioral Health Services.

Farmers Market(s)

- Establish strong relations as the liaison between the County of Santa Clara, Santa Clara Valley Medical Center Hospital (SCVMC), St Louise Regional Hospital, and the Farmer's Market partners.
- Secure and maintain all required permits and contracts.
- Secures site, sets up and breaks down the markets, parking, and signage.
- Design and distribute marketing materials for San Jose and Gilroy Farmer's Markets.

Patient Care Support Program

Assist in fulfilling approved requests from SCVMC departments, including purchasing, data collection, and communication with staff requests.

Qualifications, Knowledge, and Abilities

- 4+ years of experience working with nonprofit or community-based programs.
- A personality that lends itself to "extreme customer service," welcoming courtesy, professionalism, and poise when interacting with all who touch and are touched by Reach Out and Read and Valley Health Foundation.
- Reliability and dedication; willingness to work some nights and weekends.
- A positive, can-do attitude and desire to help the community.
- Excellent organizational and computer skills.
- Keen eye for detail and precision.
- Strong written and verbal communication skills.
- A bias for action and willingness to change gears on short notice.
- A function of this job may require lifting and lowering of books, equipment, boxes, and other heavy materials that may weigh up to 35 pounds. To do this, you must be able to frequently adjust your body position to bend, stoop, stand, turn, and walk.
- Ability to move around Health System campuses and Valley Health Foundation offices as required as needed.
- A valid driver's license.



- A personal insured vehicle for travel throughout Santa Clara County is required. Mileage is reimbursed at the federally approved rate.
- Strong commitment to Valley Health Foundation's mission, goals, and values.

Compensation and Benefits

- Annualized salary of \$75,000, or based on experience, based on 40 hours/week full time equivalent.
- Comprehensive health and dental benefits.
- Simple IRA with 3% employer match.
- Generous Paid Time Off (17-20 days annually).
- Paid Sick Leave (7-10 days annually).
- Federal and County holidays (13 days annually).
- At-home work allowable up to 50% days per week.
- Paid Time Off and County holiday pay will be prorated according to the number of hours in a regularly scheduled shift.
- Credit Union membership.
- Training and professional development opportunities.

Application Instructions

- The position will remain posted until filled.
- Interested applicants should submit a resume, cover letter, and three references to jobs@vhfca.org. Valley Health Foundation will not contact references until the final stages of the interview process. Applicants will be notified before any contact with provided references. The application process is confidential.

Practicing Cultural Humility

Valley Health Foundation values diversity in experiences, cultures, and perspectives. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (particularly under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff engaged in addressing issues of diversity, equity, inclusion, and respect.