



## **OPEN POSITION ANNOUNCEMENT:**

AFL Enterprises, LLC, has an immediate opening for a **Project Manager**. AFL Enterprises, LLC is a consulting organization headquartered in Denver, CO, however candidates do not need to be based in Denver to qualify. AFL's business focuses on public health programs and initiatives that promote access to high quality health care services for underserved populations.

The Project Manager drives and oversees day-to-day project tasks and deliverables to ensure they are on track to meet deadlines and stay within scope. In partnership with the Director, the Project Manager is responsible for project results and outcomes and is expected to adjust project plans, when necessary, to meet overall project goals. The Project Manager is also responsible for raising any concerns regarding scope, timelines, or deliverables and elevating to the Director as necessary. When applicable, the Project Manager oversees and manages and coordinator activities. The Project Manager can build and manage project plans and is actively influencing, managing and driving teams/individuals/project towards success.

This position reports to the Project Director, and will work collaboratively with other project participants including, but not limited to, content expert faculty and consultants, federal and state agencies, health center staff, AFL leadership, and funding organization staff.

The successful applicant will have excellent organizational skills, demonstrated attention to detail, a flexible and team-oriented work style, and ability to self-direct work.

### **Essential Functions include:**

- Lead strategy and content development for assigned projects, with support and input from Director and other project partners as needed.
- Develop and manage workplan tasks, timelines, budgets, milestones and deliverables with support and input from Project Director and other project partners
- Oversee all elements of contract implementation.
- Write, edit, and format publications, proposals, presentations, and progress reports related to assigned projects
- Review and summarize public health literature to support project design and implementation
- Implement projects, including scheduling, follow-up, reminders, regular communication using email and mail campaign platforms
- Plan and implement in-person and virtual events, including logistics, preparing meeting materials, onsite set-up, AV, registration, and day-of coordination

### **Qualifications:**

- Bachelor's degree in public health or related field preferred.



- Excellent communication skills (written, verbal and listening)
- Ability to communicate effectively one to one as well as within a group, delivering engaging, informative, well-organized, and instructive information.
- Proficient in Microsoft Office products (Word, Outlook, Excel, PowerPoint) and project management software.
- Experience with virtual meeting platforms
- Authoritative command of written English
- Strong writing and editorial skills and eye for grammar and graphic quality

In addition to the qualifications listed above, the ideal candidate will also possess the following professional qualities:

- Works well both independently and as part of a team
- Flexibility; nimble in response to an evolving workload
- Customer service focused
- Critical thinking
- Ability to learn new software and flexible with emerging technologies and tools
- Ownership of work; a self-starter who can prioritize tasks and manage time
- Openness to constructive feedback, input, redirection; positive, lifelong learning orientation
- Attention to detail, but always in the service of bigger picture objectives and outcomes

**To Apply:**

Qualified candidates may send resumes and cover letter to [hr@afl-enterprises.com](mailto:hr@afl-enterprises.com). Only electronic submissions are accepted. Please submit a resume, cover letter and writing sample.. Open until filled.

AFL Enterprises, LLC is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin.

Category: Full Time, Exempt

Hiring Range: \$65,000 - \$75,000