



Program Manager

ESI, an employee-owned government contractor located in Bethesda is seeking a **Program Manager** in the health and nutrition field. Responsibilities include, but are not limited to:

Program Management

- Serves as liaison to the client agency by maintaining ongoing communications, providing progress reports, and responding to requests for service;
- Oversees program related informational services (resource center and dedicated website);
- Organizes and leads team meetings to review task status, discusses challenges and opportunities, and engages team members and others in discussions related to program improvement;
- Maintains a current, accurate, and detailed program task timeline for staff;
- Works closely with Media Director regarding establishing and maintaining website content;
- Monitors the program budget and individual task budgets;
- Serves as draft writer and editor for correspondence, documents, and publications before submission for final proofing;
- Develops and/or coordinates outreach, media materials, and related correspondence as requested by client;
- Liaisons with other NIH funded related projects to maximize outreach opportunities; and
- Oversees meeting staff for planning and management of client meetings.

Required Qualifications

- Master's degree in a health-related field or MPH;
- Minimum 3 years project management in the health and nutrition field within a resource center environment or organization addressing nutrition and/or obesity issues;
- Minimum 5 years experience working in public health and emerging technologies in weight-related arenas with understanding of research and best practices;
- Demonstrable experience with creative approaches to developing and managing health and/or nutrition programs. Management experience that included designing, implementing, and managing at least one large national project;
- Familiarity with relevant Federal policies and funding streams related to health; and
- Minimum 3 years supervisory experience.

Required Skills

- Experience working with NIH contracts related to health and nutrition issues
- Proficiency in Microsoft Window
- Ability to delegate effectively
- Demonstrated ability as a strategic thinker and planner

Desired Skills

- Experience in writing and editing for publication; managing print production; and knowledge of communication theory.
- Proficiency in Excel and knowledge of advanced features including linking spreadsheets, graphs and charts
- Experience with Microsoft Access – building tables, creating queries and printing reports.

ESI offers a comprehensive benefit package and is Metro accessible.

Qualified candidates please send cover letter with salary requirements, resume and writing sample referencing **Program Manager** in the subject line to careers@esi-dc.com or mail to: ESI, 4350 East West Hwy, Suite 1100, Bethesda, MD 20814, ATTN: HR. Thank you for your interest in ESI. Only those selected for interviews will be contacted. No agency or applicant phone calls. EOE.