



## **Project Manager, Diabetes and Health Equity**

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social service organization dedicated to fostering and improving the social, cultural, economic, and civic lives of immigrants and their families. Through collaborations and partnerships, QARI provides culturally competent services, such as workforce development, adult education programs, youth development, and cultural events as well as information and referrals to public or other community partners. QARI prides itself as a leader in providing social solutions to all immigrants and is committed to paving innovative ways to connect with our communities. QARI is headquartered in Quincy, MA with operations in Greater Boston, New York City, and Providence, RI.

We are seeking a Project Manager to oversee program development and implementation of a new health equity and diabetes prevention and management initiative focused on Asian communities. The ideal candidate will have a background in public health research or program management, with a strong understanding of health equity, social determinants of health, and barriers affecting immigrants' access to services.

The Project Manager will work closely with QARI's Massachusetts and New York teams as well as key program partners to ensure that all project requirements, deadlines, and activities are on track. Responsibilities include serving as the key liaison between project team members and external stakeholders, establishing effective communication plans, submitting project deliverables, managing data, maintaining budgets, and preparing project reports. Under the direction of the Chief Operating Officer, the Project Manager will ensure successful program implementation, including meeting quarterly goals and objectives and managing the tasks, timelines, and resources required.

**FLSA Status:** Exempt

**Hours/Week Category:** Full Time

**Reports To:** Chief Operating Officer

**Location:** Quincy/Greater Boston, MA

### **Responsibilities:**

- Provide strategic leadership for the planning and execution of new diabetes and health equity initiative;
- Lead engagement with multiple stakeholders and funders including external partner organizations, QARI departments and senior leadership, outreach staff, clinical partners, Community Advisory Board, community members, and other constituents;
- Establish and maintain relationships with relevant stakeholders, providing project updates on a consistent basis about strategy, adjustments, and progress;
- Manage contracts with project partners, including subcontracting agreements, reporting requirements, and financial reports;
- Maintain accountability for project deliverables, project success, and key goals associated with contract renewals and expansion;
- Develop and manage a detailed project schedule and work plan;
- Coordinate internal and external resources to ensure that project adheres to scope, schedule, and budget; when necessary, work with project team to revise the scope, schedule or budget to ensure that project requirements can be met;
- Manage resources in an effective and efficient manner, including tracking annual project costs;
- Demonstrate superior organization, financial, and time-management skills;
- Coordinate and manage training and mentoring of new staff with QARI leadership and project team; continuously evaluate staffing needs and discuss with project team as necessary;
- Attend and guide the agenda for team meetings, mandatory funder meetings, and all other activities, events and training as required.

- Additional duties as assigned.

**Skills & Qualifications:**

- Bachelor's degree, with a preference for public health, health sciences, sociology, psychology, or other related fields.
- 5+ years of project management and related experience.
- Experience working on health equity, health access, diabetes prevention and/or management, or other related fields preferred.
- Project Management Professional (PMP) certification preferred.
- Proven ability to solve problems creatively.
- Strong familiarity with project management tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle.
- Excellent analytical skills.
- Strong interpersonal skills and extremely resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Ability to multi-task and manage time effectively.
- Ability to communicate clearly and effectively with all levels of the organization.
- Proficiency in Microsoft Word, Excel, PowerPoint, Google Drive.
- Willing to undergo background checks and drug screening.
- Work a flexible schedule/shift/work area, including weekends, nights, and/or holidays as needed.
- Bilingual fluent in English and one of the following: Vietnamese, Cantonese, Mandarin, or Hindi.
- Valid driver's license and ability and willingness to travel within Greater Boston and to New York City as needed.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

QARI/Wutabon, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. For applicants via Indeed: If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Interested applicants should submit their cover letter and resume to Human Resources at [hr@quincyasianresources.org](mailto:hr@quincyasianresources.org).