

## Job Description

**Title:** The Arizona Partnership for Immunizations (TAPI) Program Manager-  
Community Partner Development  
**Reports to:** TAPI Program Director  
**Originating Date:** 12/16/2009  
**Revision Date:** 02/20/2020  
**FLSA Status:** Exempt

### PRIMARY PURPOSE

Works in concert with TAPI Program Director and TAPI Executive Director to manage coalition partner development and collaboration:

- a. Support and sustain existing partner relationships
- b. Facilitate collaboration among partners to reduce the risk of vaccine preventable diseases
- c. Identify and encourage engagement of new stakeholders
- d. Provide immunization education statewide to health professionals and to the community

### ESSENTIAL FUNCTIONS

1. Serves as TAPI representative on community/professional committees and staff conference exhibits as appropriate. Including:
  - Staff exhibit tables at professional and community conferences
  - Participate in Maricopa County Childhood Immunization Partnership, Children's Action Alliance, Health Improvement Project Maricopa County and other organizations as appropriate
2. Provides staff support for meetings of the TAPI Steering, Data, Community and Provider Awareness Committees in cooperation with administrative staff
  - Arrange for meetings, prepare agendas based on community input, attend and/or facilitate meetings and support exchange of partner activities
  - Communicate with TAPI partners to maximize participation in project collaboration and follow-up with partners on community/practice needs identified during meetings
  - Maintain a log of activities in a format consistent with grant reporting requirements
3. Proposal Development and grant management
  - Respond to Request for Proposals in collaboration with community partners
  - Ensure the scope of work and timelines for funded projects are on target and have back up documentation
  - Prepare interim and final grant reports and grantee required summaries
4. Develop objectives, slides, materials and deliver immunization trainings statewide in coordination with partner agencies and TAPI Provider Education Committee
5. Coordinate media requests with public and private partners as needed

6. Work collaboratively with TAPI staff

### **CORE COMPETENCIES**

1. Demonstrated ability to apply knowledge of the principles, practices and methods of project management.
2. Demonstrated ability to use intermediate functions and features of the MSOffice suite including word processing, spreadsheet, presentation and database applications.
3. Demonstrated ability to work independently with little direct supervision in the efficient and thorough completion of tasks.
4. Demonstrated ability to prioritize multiple tasks, assignments and projects to meet established quality and time requirements.
5. Demonstrated ability to positively interact with all levels of employees and outside contacts.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education/Experience:**

Bachelor's Degree with knowledge of project management OR equivalent combination of education and experience. Immunization experience or related education is beneficial.

#### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

#### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Computer Skills:**

To perform this job successfully, an individual should have intermediate level of knowledge of Microsoft Word/word processing programs, Excel/spreadsheet programs, Powerpoint / presentation software, and data base software.

#### **Certificates and Licenses:**

Must have valid Driver's license, own private reliable transportation, and have current automotive insurance as required by state law.

**Related Information:**

## Physical and Environmental:

Performs essential functions in a climate-controlled office setting requiring long periods of sitting and frequent use of office technology requiring ability to perform keyboard related tasks. Functions performed require the ability to regularly stoop, bend and reach; additionally, functions include lifting, pushing, pulling and carrying light to medium weight objects (up to approximately 25 pounds) on a regular basis.

Regularly required to operate a motor vehicle to attend program functions.